

*Proctor's Vision*  
*Proctor, rich with railroad heritage, values above all, its people and their environment. Working together*  
*is our pathway to a safe, secure and progressive community*

*Slogan: "You Have A Place In Proctor"*

**AGENDA**  
**PROCTOR CITY COUNCIL MEETING**  
**Monday, August 6, 2018 6:00pm**  
**Council Chambers - Community Activity Center - 100 Pionk Drive**

**RECONVENE PUBLIC HEARING ON GARBAGE ASSESSMENTS**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OTHERS PRESENT**

**APPROVAL OF MINUTES**      July 16, 2018 City Council Meeting Minutes

**APPROVAL OF AGENDA**

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT**

**\*APPROVAL OF CONSENT AGENDA** (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately - thus leaving others to be approved via consent agenda action) - **bold print denotes need for Council action.**

**\*1. COMMUNICATIONS**

- A. Commendation from Minnesota Management and Budget – Pay Equity Compliance
- B. Public Notice, City of Proctor – Public Accuracy Test of Ballot Counting Machine for August 14, 2018 Primary Election
- C. Mediacom Rate Adjustments
- D. Men of ACT Thank You
- E. WLSSD 2019 Budget and Notice of September 10, 2018 Capital Budget and Solid Waste Management Fee Public Hearings
- F. ARDC Memo

## **2. PLANNING & ZONING DEPARTMENT MATTER**

- A. Planning & Zoning Commission Seeking the City Council's Support Regarding Dangerous Properties

## **\*3. CLERK ADVISES COUNCIL**

- A. Government Fund Payroll and Liquor Fund Payroll Period Ended 07/22/18

## **\*4. COMMITTEE REPORT**

- A. Proctor Beautification & Trees Committee Meeting Minutes of April 17, 2018
- B. Proctor Beautification & Trees Committee Meeting Minutes of July 24, 2018
- C. SEH Construction Meeting Minutes of July 18, 2018
- D. SEH Construction Meeting Minutes of July 25, 2018

## **\*5. UNFINISHED BUSINESS**

- \*A. SRO
- B. Resolution 28-18 Certify Assessments and Liens to County

## **6. NEW BUSINESS**

- A. Fire Department Application
- B. Beautification & Trees Committee Beautification Plan
- C. Resolution 29-18 City Responsibility for Benches in State of MN Right of Way
- D. Proctor Police Department Job Descriptions
  - a. Senior Police Records Manager and Terminal Agency Coordinator
  - b. Police Records Technician I
- E. Police Department Fleet Vehicle Pricing Summary
- F. Letters of Compliance To Property Owners
  - a. Lawn Mowing
  - b. Junk Vehicles
  - c. Blighted Property
- G. Approval of Application and Permit for Temporary Liquor License to John Beargrease Sled Dog Marathon for Beer and Bacon Bash, September 22, 2018, Proctor Fairgrounds
- H. Fireworks – Councilor Benson
- I. Approval of Application for Display of Fireworks, August 18, 2018, Rain Date August 19, 2018
- J. Resolution No. 30-18 Resolution Accepting Donations

K. Compudyne Backup Agreement

L. Parks & Playgrounds – Councilor Benson

M. Initiate communications with Minnesota Department of Revenue – Councilor Benson

N. Resolution 31-18 Concurrence to Allow the Use of All-Terrain Vehicles on County Roads With the City of Proctor

**7. LABOR AND NEGOTIATIONS ISSUES – Per MN Statutes 13D Closed Meeting**

A. Attorney Client Information Personnel

B. Property

**6. NEW BUSINESS - continued**

O. Proctor Police Civil Service Commission Request – Lateral Pay for New Officer

P. Property Sale

**MEMBER CONCERNS ,**

**Schwarzbauer:**

**Benson:**

**Nowak:**

**DeWall:**

**Larson:**

**BILLS FOR APPROVAL**

General: \$143,550.61

Liquor: 45,874.89

Total: \$189,425.50

**TOTAL BILLS FOR APPROVAL: \$189,425.50**

**ADJOURNMENT:**

Minutes of the regular Proctor City Council meeting held Monday, July 16, 2018 in the Community Center Council Chambers.

Mayor Larson called the meeting to order at 6:12 p.m.

**MEMBERS PRESENT:** Councilors Troy DeWall, Gary Nowak, Jim Schwarzbauer, Gary Nowak, Jake Benson and Mayor Phil Larson.

**OTHERS PRESENT:** Administrator Mark Casey; City Attorney John Bray; Peggy Vanderscheuren, Police Chief Gaidis, Chad Ward, Margaret Taylor (Midway Township), Jim Aird, Earl Elde, Travis White, Nancy Aldridge, City Prosecuting Attorney Ron Envall.

**APPROVAL OF THE MINUTES:**

Motion by, Schwarzbauer, seconded by DeWall and carried (5-0): To approve the July, 2018 City Council Meeting Minutes..

**APPROVAL OF THE AGENDA:**

Motion by Schwarzbauer, seconded by DeWall and carried (5-0): To approve the agenda for July 16, 2018, with the following additions:

- 6I: Cable Commission Minutes;
- 6H: Sales Tax Posting
- 6J: Health and Safety
- 6K: Fireworks

**COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:**

Nancy Aldridge- Cable Commission

Concerns on the broadcasting of meetings of not only Council meetings but others as well. She also brought forth the suggestion of possibly training a few members of the Cable Commission on how to use the cameras etc. Ms. Aldridge also would like the fireworks to continue and where the donations for fireworks are going.

Casey and Benson stated they both have spoken with Ted Kiefat from the school to consider taping council meetings and Mr. Kiefat is taking it under consideration.

**\*APPROVAL OF THE CONSENT AGENDA** (one Council motion can accept all items listed under this agenda, plus Council can pull any individual items out of this consent agenda and discuss/act on item separately – thus leaving others to be approved via consent agenda action) – bold print denotes need for Council action.

Motion by Schwarzbauer, seconded by Nowak and carried (5-0): To approve the Consent Agenda.

**\*1. COMMUNICATIONS**

- A. WLSSD Letter to MPCA
- B. Why REI Should Build in Proctor

**2. PLANNING AND ZONING DEPARTMENT MATTER**

**\*3. CLERK ADVISES COUNCIL**

- A. Government and Liquor Fund Payroll Period Ended 7/16/2018

**\*4. COMMITTEE REPORTS**

- A. Planning and Zoning Minutes of June 25, 2018.
- B. PEDDA Meeting Minutes of July 10, 2018
- C. SEH Construction Meeting Minutes of July 11, 2018

**\*5. UNFINISHED BUSINESS**

- A. SRO

**6. NEW BUSINESS**

**A. Resolution 28-18 Certify Garbage Assessments and Liens to County**

This item was discussed during the Public Hearing and during this hearing the council moved to suspend the hearing and decision until the August 6, 2018 meeting.

**CITY OF PROCTOR  
RESOLUTION NO. 28-18  
CERTIFY ASSESSMENTS AND LIENS TO COUNTY**

*WHEREAS*, pursuant to notice duly given as required by law, the City Council has met and passed upon all objections to the proposed assessments for the following delinquent accounts of 2017-2018:

**SOLID WASTE REMOVAL**

and has amended such proposed assessments as it deems just:

*NOW THEREFORE, BE IT RESOLVED* by the City Council of the City of Proctor, Minnesota as follows:

1. Such proposed assessments, a copy of which are attached hereto and made a part hereof is hereby accepted and shall constitute the special assessments against the land named therein, and each tract of land therein is hereby found to be benefited by the City.
2. Such assessments shall be as follows:
  - a. The assessments shall be payable including principal and \$50 City collection fee upon ratification of this resolution. Said payment to be payable prior to October 1, 2018 thereafter a 10% penalty shall apply.
  - b. The owner of the property so assessed may at any time prior to the November 15<sup>th</sup> of this year, pay to the Solid Waste Collector, or City Clerk, the whole of the principal amount of the assessment on such property, provided that no such prepayment shall be accepted without payment of all installments due to the City, County, and Solid Waste Collector.
3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County.
4. The past due accounts for solid waste removal (as the term is defined in the City Code 505.13) services be certified by the City Clerk of the City of Proctor, Minnesota to the County Auditor, and the City Clerk in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the County Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

Moved by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_  
that the above resolution be adopted.

Voting Aye:

Voting No:

Absent:

*WHEREUPON* said resolution was adopted this 16<sup>th</sup> day of July 2018.

Attest:

\_\_\_\_\_  
Philip Larson  
Mayor

\_\_\_\_\_  
Mark Casey,  
City Clerk/Administrator

**B. First National Bank Corporate Authorization**

Motion made by Larson, seconded by Nowak and carried (5-0) authorizing Noelle Lent, Administrator Casey, Mayor Larson, and PUC Clerk Char Jones to be signators on bank documents.

**C. Civil Service Commission Request**

This item was suspended until after the Closed Session portion of the council meeting for action. Council acting on the request by the Civil Service Commission for the Council to consider a lateral pay for a new officer. No action was taken.

**D. City Involvement with ISD 704 on Outdoor Rinks –**

Councilman Benson asked the Administrator as to what involvement the City has with ISD 704 in developing outdoor rinks at the new hockey arena. Casey advised there have been no discussion on the City being involved with outdoor hockey rinks and he was invited to a meeting with the members of Proctor Amateur Hockey Association (PAHA) and representatives of the school. He was not asked for involvement nor for any opinions. This was an informational item and no action taken.

**E. City Involvement with ISD 704 in Planning for Future of Old Arena at the Fairgrounds**

Councilman Benson asked the Administrator what involvement the City has had in the development and planning for future uses of the hockey arena at the Fairgrounds. Administrator Casey advised there was a brainstorming meeting with representatives of the school, PAHA, the City, and the Fairboard and various ideas were discussed and both the school and Fairboard had shown an interest in the facility, but nothing formal. Casey advised if a proposal is presented, it will be brought to the Council for action. This was an informational item and no action taken.

**F. Governing Body**

Councilman Schwarzbauer presented a handout and gave an explanation of “Qualities of an Effective Governing Body.” Schwarzbauer proposing what can we do or look at to change how we run our government. What are the goals of the council and what can be done as a group?” Larson stated the need to discuss the past to move forward. Benson suggested bringing in a facilitator through the League of MN Cities, to get everyone to move forward.

No action taken.

#### **G. Letter of Understanding with Teamsters 346**

Motion by DeWall, seconded by Schwarzbauer and carried (5-0) to establish a wage for the new Police Technician at \$18/hr and enter into a Letter of Understanding with the Teamsters Local 346.

#### **H. Sales Tax Posting**

Benson suggested the city website be updated to reflect the sales tax within the city to include the state, county, and city tax rates.

This was an informational item.

#### **I. Cable Commission Minutes**

Motion by Schwarzbauer, seconded by Larson and carried (5-0) to accept the minutes of the Cable Commission meeting of July 2018

#### **J. Liability Concerns/Safety**

Benson pointed out there was a business notification sign in the sidewalk area on 5<sup>th</sup> St and 2<sup>nd</sup> Ave. stating the safety concerns and liability issues with this and the need to move the sign. Benson also made mention of four dead trees on the City Hall property that need to be removed.

Casey will have the Streets Department move the sign and noted the Streets Foreman was having the dead trees tested for any type of disease.

This was an informational item.

#### **K. Fireworks**

Larson spoke of the fireworks for the Hoghead Festival and the lack of funds available from the city. Discussion took place in regards to the fundraiser that is going on to keep the tradition alive. Larson and Benson both stated the Chamber of Commerce has donated \$1,000 and Irving Community Center has donated in the past. Larson went on to say the Irving Community Center can no longer donate funds for fireworks.

This was an informational item.

Motion by DeWall, seconded by Larson and carried (5-0) to go into "Closed Session" at 6:56 p.m.



## **7. LABOR AND NEGOTIATIONS – Per MN Statutes 13D Closed Meeting**

Discuss attorney client privilege personnel issue  
Contract Discussion with Teamsters

Motion by DeWall, seconded by Nowak and carried (5-0) to adjourn the Closed Session and resume to the regular Council meeting: Time 7:59 p.m.

### **L. Personnel**

Motion by Schwarzbauer, seconded by Nowak and carried (5-0), to terminate the employment of the IT personnel immediately under Article 13 of the Teamsters Collective Bargaining Agreement.

### **MEMBERS CONCERNS:**

**Schwarzbauer: Summary of the four types of incentives:**

**Benson:**

**Nowak:**

**DeWall:**

**Mayor Larson and Administrator Casey:**

### **BILLS FOR APPROVAL**

General Bills:	\$115,679.39
Liquor Bills:	<u>\$37,143.06</u>
Total:	\$152,822.45

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Motion by Nowak, seconded by DeWall and carried (5-0): To approve the bills for payment as listed.

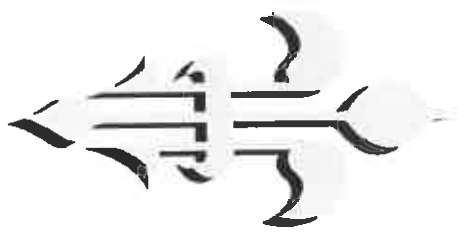
### **ADJOURNMENT**

Motion by Nowak, seconded by Larson and carried (5-0): To adjourn the City Council meeting at 8:03 p.m.

# Notice of Pay Equity Compliance

*Presented to*

***Proctor***



for successfully meeting the requirements of the Local Government Pay Equity Act M.S. 471.991 - 471.999 and Minnesota rules Chapter 3920. This notice is a result of an official review by Minnesota Management & Budget and your 2018 pay equity report.

Your cooperation in complying with the local government pay equity requirements is greatly appreciated.

July 20, 2018

Date

A handwritten signature in blue ink, appearing to read "Myron Frans".

Myron Frans, Commissioner



July 20, 2018

Local Government Official  
Proctor  
100 Pionk Drive

Proctor MN 55810

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at:

<https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Dominique Murray at (651) 259-3805, or by email: [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

Again, congratulations on your achievement!

Sincerely,  
Dominique Murray  
Pay Equity Coordinator

Attachments

1B

Philip G. Larson  
Mayor

# City of Proctor

Mark Casey  
Administrator

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*You Have A Place In Proctor*

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COUNCILORS  
Jake P. Benson  
Troy R. DeWall  
Gary Nowak  
James R. Schwarzbauer

100 Pionk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

## PUBLIC NOTICE

### CITY OF PROCTOR

#### PUBLIC ACCURACY TEST OF BALLOT COUNTING MACHINE FOR AUGUST 14, 2018 PRIMARY ELECTION

- Date: Friday, August 3, 2018
- Time: 10:00 a.m.
- Location: Proctor Community Center, Council Chambers, 100 Pionk Drive
- Contact: Mark Casey, City Administrator, 624-3641

Submitted to Proctor Journal on July 27, 2018



Via Certified Mail

Theresa Sunde  
Senior Manager, Government Relations

July 25, 2018

City of Proctor  
Mark Casey, Administrator  
100 Pionk Drive  
Proctor MN 55810-1705

Dear Community Official:

The purpose of this letter is to inform you that, on or about September 1, 2018, Mediacom will be implementing the following rate adjustments:<sup>1</sup>

Product:	Old Rate:	New Rate:	Net Change:
Xtream Bronze Package	\$159.98	\$169.98	\$10.00
Xtream Silver Package	\$179.98	\$189.98	\$10.00
Xtream Gold with HBO Package	\$199.98	\$209.98	\$10.00
Xtream Gold with Showtime/Starz Package	\$199.98	\$209.98	\$10.00
Xtream Platinum Package	\$219.98	\$229.98	\$10.00
TV Essentials 60 Triple Play Package	\$139.98	\$149.98	\$10.00
Family 60 Triple Play Package	\$159.98	\$169.98	\$10.00
Family 60 Triple Play with HBO Package	\$179.98	\$189.98	\$10.00
Family 60 Triple Play with Showtime/Starz Package	\$179.98	\$189.98	\$10.00
Family 60 Triple Plus Package	\$199.98	\$209.98	\$10.00
Additional TiVo Receiver	\$5.00	\$6.00	\$1.00
Internet 60 with 150 GB Data Allowance	\$34.99	\$39.99	\$5.00
Internet 60 with 250 GB Data Allowance	\$54.99	\$59.99	\$5.00
Late Payment Charge	\$8.50	\$10.00	\$1.50
Local Broadcast Surcharge	\$12.05	\$12.61	\$0.56

<sup>1</sup> Depending on the terms of their offer, customers in certain promotional packages may not be impacted by the changes to the Xtream, TV Essentials or Family 60 packages until the conclusion of their respective promotional period.

The decision to make price adjustments is always a difficult one. However, our programming expenses, particularly with respect to broadcast television and sports channels, are escalating at a pace well in excess of inflation. Other costs, such as health insurance, employee wages, postage and certain operating expenses continue to increase, necessitating some changes in what we charge our customers.

Mediacom has long believed that the best way to serve our communities is to constantly reinvest in our network. As part of a 3-year, \$1 billion capital investment plan announced in 2016, Mediacom aggressively installed the newest generation of broadband technology throughout its entire internet service territory. As a result, virtually all of the 3 million homes and businesses across our 22 state footprint now have access to 1 Gig broadband speeds.

In addition, Mediacom has broadly launched a low-cost high-speed internet service for low-income customers featuring 10 Mbps download speeds for \$9.95 per month. The service, called Connect2Compete, is offered in partnership with EveryoneOn and is available to families with students participating in the National School Lunch Program. Additional information is available at [www.mediacomc2c.com](http://www.mediacomc2c.com).

Mediacom appreciates the opportunity to continue to serve your community's telecommunications needs. If you have any questions, please contact me directly at (507) 837-4878 or [tsunde@mediacomcc.com](mailto:tsunde@mediacomcc.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "Theresa Sunde".

Theresa Sunde

# Men of ACT

## Proctor Area Churches Together

July 27, 2018

City of Proctor  
100 S. Pionk Dr.  
Proctor, MN 55810

Administration  
Golf Board  
Fire & Police  
Municipal

Your donation and participation helped us provide a safe and fun activity for over two hundred and fifty adults and children of our community.

On behalf of all of us who participate in "Men of ACT", we wish to thank you for your generous donations and participation for our fourth annual Proctor Area Community Picnic. The children especially enjoyed the fire truck demonstration and the treats passed out by the policemen..

The "Men of Act" is comprised of men from the Proctor area churches that are dedicated to building faith, serving, and helping others in our community. Together we put our faith into ACTion.

We appreciate and are grateful to you for your enthusiastic support, which helps us build a community of faith.

Thank you once again.

Sincerely,

*Wael Kephart*  
Men of ACT



Men Building a Community of Faith

United Lutheran Church of Proctor,      Community of Christ Church,  
Forbes United Methodist Church,      St Rose Catholic Church



2626 Courtland Street  
Duluth, MN 55806-1894  
phone 218.722.3336  
fax 218.727.7471  
www.wlssd.com

1E

## Western Lake Superior Sanitary District

July 26, 2018

Mark Casey  
100 Pionk Drive  
Proctor, MN 55810

### Re: WLSSD 2019 Budget and Notice of September 10, 2018 Capital Budget and Solid Waste Management Fee Public Hearings

Dear Mr. Casey

The District is developing its budget for calendar year 2019. This process will involve a detailed analysis of needed capital improvements as well as projected operating budgets to support current and planned solid waste and wastewater operating programs.

Enclosed is a copy of the 2019 budgeting schedule that will be followed by District Board and staff over the next few months. As you can see, this process will involve input and review by the WLSSD Board and Committee of the Whole at several key points. You are invited to attend or send representatives to these meetings. The specific date and time of the meetings will be established well in advance of the actual meetings. Should this schedule be changed, you will be promptly notified by mail. **This letter also serves as notice that the public hearings on the Solid Waste Management Fee and the wastewater capital budget in an amount not to exceed \$21,760,000 will be held on September 10, 2018 beginning at 4 pm in the WLSSD Board Room located at 2626 Courtland Street, Duluth.**

If you have any questions regarding the budgeting process, please feel free to contact me at 740-4788, or by e-mail at [cathy.remington@wlssd.com](mailto:cathy.remington@wlssd.com).

Sincerely,

Cathy A. Remington  
Director of Finance





## **2019 Budget Schedule**

**August 22 (Wednesday) – Finance Committee Meeting to review the 2019 O&M and draft of Wastewater and Solid Waste Capital budgets**

**August 27 (Monday) – Committee of the Whole Meeting to review the 2019 O&M and draft Wastewater and Solid Waste Capital budgets**

**September 5 (Wednesday) – If needed, Finance Committee review of the O&M and Capital budgets**

**September 10 (Monday) – Public Hearing on Solid Waste Management Fee**

**September 10 (Monday) - Public Hearing on Capital Budget (must be held before projects are authorized)**

**September 19 (Wednesday) – Finance Committee review of the total District budget**

**September 24 (Monday) – Committee of the Whole review of the total District budget**

**September 24 (Monday) – Certification to County Auditors of the Solid Waste Management Fee**

**September 24 (Monday) – 2019 Budget Approved by WLSSD Board**

– Latest date for approval is Wednesday, October 31, 2018





**ARROWHEAD REGIONAL  
DEVELOPMENT COMMISSION**

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

1F

**Memorandum**

**MEMO TO:** County Auditors and City Clerks

**FROM:** Krista Mattila, Board Coordinator  
Arrowhead Regional Development Commission

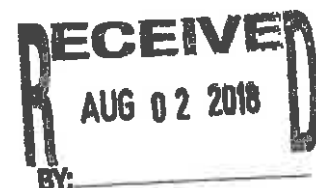
**DATE:** July 30, 2018

**SUBJECT:** 2019 Tax Levy

Enclosed is a copy of the Arrowhead Regional Development Commission's preliminary budget approved on July 19, 2018, and ad valorem tax levy for 2019. The public hearing for the levy is scheduled for Tuesday, August 21, 2018, at 10:00 a.m. at ARDC, which is located at 221 West First Street in Duluth, MN.

Please contact Sr. Mary Matthew Morrisroe, Finance Director, at 218-529-7546 or 218-491-1841 if you have any questions.

Enclosures: Resolution  
ARDC Preliminary Budget for 2019  
Certification of Apportioned Levies – Payable 2019



July 19, 2018

**ARROWHEAD REGIONAL DEVELOPMENT COMMISSION**

**Resolution**

*Adoption of Preliminary 2019 Budget and Proposed Tax Levy*

WHEREAS, the Arrowhead Regional Development Commission is a duly constituted and existing regional development commission under and pursuant to the provisions of Minnesota Statutes Section 462.381, et seq., known as the Regional Development Act of 1969 (revised 2001), and

WHEREAS, the Arrowhead Regional Development Commission has been empowered by Minnesota Statutes 462.396, subd. 2 to levy property taxes on all of the taxable property in the region,

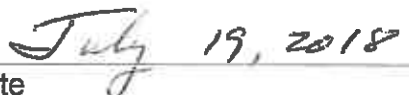
NOW, THEREFORE BE IT RESOLVED that the Arrowhead Regional Development Commission adopts the attached preliminary budget in the amount of \$6,880,119 and proposed tax levy of \$637,754 for calendar year 2019 for purposes of presentation at public hearings and submission to the following counties comprising the Arrowhead Region: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis.

ATTEST:

  
Chair

  
Finance Director

  
Officer

  
Date

PR18-15

7/9/18 - 7/22/18

## CITY OF PROCTOR

07/31/18 2:49 PM

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## Payroll Summary - General Funds

Comments: Labor Distribution

FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
General Fund	General Government	Council	Full-Time Employee Regular	\$1,600.00
	General Government	Committees	Full-Time Employee Regular	\$600.00
	Mayor	Executive - Mayor	Full-Time Employee Regular	\$600.00
	Tourism	Tourism Expenditures	Full-Time Employee Regular	\$1,672.80
	City Administrator	Municipal Operations	Full-Time Employee Regular	\$3,461.54
	City Administrator	Government Building	Part-Time Employee	\$684.00
	City Clerk	Administrative	Full-Time Employee Regular	\$5,950.87
	City Clerk	Administrative	Full-Time Employee Overtime	\$150.94
	Financial Administration	Accounting	Full-Time Employee Regular	\$2,384.80
	Police	Operations (Police)	Full-Time Employee Regular	\$1,149.60
	Police	Operations (Police)	Full-Time Employee Regular	\$730.08
	Police	Operations (Police)	Full-Time Employee Regular	\$14,630.89
	Police	Operations (Police)	Full-Time Employee Overtime	\$1,623.26
	Police	Admin Secretary (Police)	Full-Time Employee Regular	\$1,563.70
	Police	Police Grant Labor	Full-Time Employee Overtime	\$1,297.26
	Fire	Operations (Fire)	Part-Time Employee	\$6,428.41
	Fire	Operations (Fire)	Part-Time Employee	\$100.00
	Building Inspection	Operations (Bldg Inspection)	Part-Time Employee	\$192.31
	First Responders	Operations (Fire)	Part-Time Employee	\$4,499.97
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$3,326.73
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$317.16
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$1,389.60
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$191.21
	Streets & Roadways	Street Department	Full-Time Employee Regular	\$179.54
	Park	City Parks	Temporary Employees Regular	\$1,098.75
	Recreation	Ball Field Maintenance	Temporary Employees Regular	\$387.50
	Operations (PUC)	Administrative and General	Temporary Employees Regular	\$49.26
FUND 100 General Fund				\$56,260.18
Sewer Fund	Public Works	Storm Drainage	Full-Time Employee Regular	\$981.72
	Public Works	Sewer	Full-Time Employee Regular	\$28.95
FUND 500 Sewer Fund				\$1,010.67
				\$57,270.85

**CITY OF PROCTOR**  
**Payroll Summary - Liquor Fund**  
Comments: Labor Distribution

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FUND Descr	DEPT Descr	ACTIVITY Descr	OBJECT Descr	Amount
Liquor Fund	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$349.60
	Mountain Spirits Liquor	Manager - Off Sale	Full-Time Employee Regular	\$1,398.40
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$88.74
	Mountain Spirits Liquor	Clerks - Off Sale	Part-Time Employee	\$2,498.20
				<hr/>
FUND 600 Liquor Fund				\$4,334.94
				<hr/>
				\$4,334.94

**CITY OF PROCTOR**  
**Council Packet - Gen/Liq**  
Pay Group Description: City -BI-wk  
Pay Period: 18

07/31/18 2:44 PM

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Location Description	Hours	Shift Multiplier	Amount	Pay Group Description
Location Description CITY HALL				
Shift Multiplier 1.5				
CITY HALL	5.75	1.5	\$150.94	City -BI-wk
Shift Multiplier 1.5	5.75		\$150.94	
Location Description POLICE				
Shift Multiplier 1.5				
POLICE	12.00	1.5	\$475.92	City -BI-wk
POLICE	12.00	1.5	\$475.92	City -BI-wk
POLICE	12.00	1.5	\$547.56	City -BI-wk
POLICE	1.00	1.5	\$52.22	City -BI-wk
POLICE	6.00	1.5	\$273.78	City -BI-wk
POLICE	12.00	1.5	\$547.56	City -BI-wk
POLICE	12.00	1.5	\$547.56	City -BI-wk
Shift Multiplier 1.5	67.00		\$2,920.52	
Pay Group Description City -BI-wk	72.75		\$3,071.46	
	72.75		\$3,071.46	

T2D grant

T2D grant

T2D grant

4A

## **Proctor Beautification & Trees Committee**

Tuesday, April 17, 2018 @ 6 pm

Proctor Area Community Center (PACC) Board Room

### **NOTES**

**Call to Order: 6:05 pm**

#### **1. Welcome & Introductions**

*Members Present:* Ed Habermann, Russell Habermann, Kathy Hannan, and Jim Schwarzbauer

*Members Absent:* Tracy Habermann

#### **2. Goals of Meeting**

The Committee noted the goals of the meeting were to finalize the Proctor Beautification Plan, finalize the 2018 beautification schedule, approve a mission statement and logo, and address first action steps from Beautification Plan.

When asked for any additional agenda items, the Committee added Almac Drive and 6th Street Projects to the agenda.

#### **3. Old Business**

##### **a. Proctor Beautification Plan (Second Review)**

No comments were received from the public or City officials from public review of the plan. The Committee noted a desire to add the mission statement and logo of the Committee to the plan once they are approved. The Committee agreed to make decisions using a consensus model.

The Committee approved the plan. The plan will be brought to the City Council for further review and adoption consideration.

##### **b. 2018 Beautification Schedule**

The Committee reviewed and agreed upon the schedule as presented in the materials distributed with the agenda. The Committee noted the purchase of six 16" diameter hanging flower baskets (with self-watering systems) at a cost of \$60 per basket from the Green House in Carlton for hanging on the 200 block of Main Street; we will reuse the self-watering baskets in future years and evaluate their effectiveness before purchasing them for all poles on Main Street. The Committee noted the purchase of 30 25' LED string lights at \$400 for the poles along Main Street. The Committee noted the Street Department's purchase of American flags for the poles along Main Street. Summer Main Street banners have one year before replacement is needed, and winter banners will need to be purchased.

The Committee noted the need to remove broken or crumbling planters from streets. Those remaining will be eligible for nearby businesses to "adopt" for the summer. Volunteers would prepare planters, and businesses would be responsible for planting and watering them throughout the year. The planter underneath the Sinnott's sign will be included in this program.

The Committee acknowledged the scheduling of the community clean-up event tentatively on May 5 and a partnership with AmericInn/Black Woods with their Adopt-A-Highway section of Highway 2. It was suggested to consider May 12 considering Committee member schedule conflicts and recent snowfall.

The Committee recommended the following tasks for City staff:

- Instruct summer parks worker to water hanging flowers on the 200 block of Main Street.
- Remove broken planters as identified by the Committee.
- Mow and knock down weeds behind the Boundary Avenue gateway sign in front of Black Woods before birds nest.

Due to the number of volunteers and organizations involved, the Committee also wishes to develop a Memorandum of Understanding between agencies to outline the responsibilities of those assisting with Beautification efforts in the summer.

**c. Funding for Beautification Efforts**



The Committee acknowledged an extension for the CN EcoConnexions Program and a desire to apply for purchase of self-watering planters. Members also acknowledged an application for the Duluth Garden Flower Society grant to be completed by the end of the month.

The Committee determined all members should keep an eye out for grants and bring forward a grant opportunity to other Committee members when they feel it would fit address items in the Beautification Plan.

#### **4. New Business**

##### **a. Mission Statement and Logo**

The Committee approved the mission statement and logo below:

[The City of Proctor Beautification and Trees Committee wishes to] build community spirit and pride by promoting plant life, local art, and social activity on public property and rights of way.



##### **b. Highway 2 Vegetation below Jet Monument**

The Minnesota Department of Transportation (MnDOT) cleared initial brush on April 12. They will clear more on April 18.

The Committee would like to see stumps removed after snow melts, see weeds and trees growing between rocks in the ditch in front of the train addressed, and ask about what can be done to even or “smooth” out the ground between the highway and railyard on the west side of town. The Committee noted a desire to see the golf course signs be addressed and scrap metal “fence” on top of hill removed with the clearing as well.

##### **c. Kingsbury Creek Signs**

The Committee read the communication with St. Louis County engineer Vic Lund on the cost of installing Kingsbury Creek signs on 2nd Street, Pionk Drive, and Boundary Avenue. The Committee noted the signs were

too large (42"x18"). The Committee also noted their cost of over \$1,500 and a desire to pursue other priorities at this time.

**d. Arbor Day Observance**

The Committee acknowledged an Arbor Day observance is required to maintain Tree City USA designation. City staff will need to coordinate an Arbor Day proclamation from the mayor, and the Street Department has agreed to continue hosting an event with a scout group in attendance. This event is expected to take place in May.

Instead of planting a tree like in previous years, the Committee agreed that an event focused on proper grooming of trees over sidewalks would be a worthy topic to highlight.

**e. Beautification Table at Bike Rodeo (May 8)**

A bike rodeo will be held in the "City Sport Court" on the corner of 1st Avenue and 3rd Street on May 8 at 5:30 pm to 7:30 pm. The Committee noted this would be a good event to table at and kick off engagement about the park effort. Holding a naming contest is the first step in the Beautification Plan for the area.

**f. Second Street Walk Audit**

The Committee acknowledged that the Duluth-Superior Metropolitan Interstate Council will be launching their pedestrian planning efforts in the region this summer. The Committee noted a desire to have a walk audit event take place on the Second Street corridor.

**g. Partnerships (Parks and Recreation Committee, Historical Society)**

The Committee noted overlapping priorities in the Beautification Plan with the Parks and Recreation Committee and the Proctor Area Historical Society exist. The Committee desires to be present at Parks and Recreation Committee meetings. In working with tying in Beautification to the Moody Gazebo, the Committee will meet with Mary Jo White and Pat Toor Lowe sometime this summer to discuss a vision for the gazebo.

#### **h. Almac Drive and 6th Street Projects**

The Committee acknowledged bonding for two street projects at the next City Council meeting. The Committee was asked to identify recommendations for the projects that can be presented to the City Council when they address bonding for the projects.

### **5. Member Concerns/Next Meeting Date**

The next meeting date will be held in July and will be determined via email.

The Committee expressed concern with the lack of transparency around government spending and requested an item related to the city budget be discussed at a future City Council meeting.

#### **Next Steps**

All Committee members will:

- Identify recommendations for Almac Drive and Sixth Street projects.

R. Habermann will:

- Work with AmericInn/Black Woods to host community clean-up event in May.
- Put together list of planters that should be filled for the Adopt-A-Planter program and send the list with corresponding businesses to Kathy.
- Outline memo of understanding for summer beautification items.
- Fill out CN EcoConnexions Grant to apply for self-watering hanging baskets.
- Reach out to the Proctor Golf Course and City about signage and fencing on hill.
- Work with the Street Department on Arbor Day observance event in May.
- Attend and possibly table for the Committee at the May 8 bike rodeo with Kathy.
- Talk to the Duluth-Superior MIC about hosting a walk audit on Second Street.
- Meet with Mary Jo White and Pat Lowe about Gazebo beautification.

K. Hannan will:

- Manage gateway sign landscaping in front of Black Woods and on Lavaque Road.
- Correspond with Chamber of Commerce about hanging plant donation.
- Work with businesses on Adopt-A-Planter program after Russell sends her the list of planters and corresponding businesses.
- Fill out and submit Duluth Garden Flower Society grant application.
- Attend and possibly table at the May 8 bike rodeo with Russell.

**J. Schwarzbauer will:**

- **Bring forward the Beautification Plan at the next City Council meeting.**
- **Explore light repairs for the F-101 Voodoo Jet Monument.**
- **Bring forward item about transparency in government spending to the Council.**

**Adjourn: 8:13 pm**



**Tuesday, July 24, 2018 @ 6 pm**  
**Proctor Area Community Center (PACC) Board Room**

## **NOTES**

**Call to Order: 6:00 pm**

***Members Present:*** Ed Habermann, Russell Habermann, Kathy Hannan, and Jim Schwarzbauer

***Members Absent:*** Tracy Habermann

### **1. Approval of Meeting Agenda**

A motion to approve the agenda was made by K. Hannan/E. Habermann. J. Schwarzbauer proposed to add "Beautification Checklist" as Item F under "New Business." A motion to add "Beautification Checklist" was made by J. Schwarzbauer/K. Hannan. The motion carried unanimously. A motion to approve the agenda as amended was made by K. Hannan/E. Habermann. The motion carried unanimously.

### **2. Approval of Meeting Summary from April 17, 2018**

A motion to approve the meeting summary from April 17, 2018, was made by K. Hannan/E. Habermann. The motion carried unanimously.

**Members of the committee shared the following project updates:**

- A community clean-up event was held Saturday, May 5, in partnership with Black Woods and AmericInn. The event was a success.
- Members of the committee worked with the Street Department, who hauled off broken planters from the downtown area.
- A memorandum of understanding for summer beautification items has not yet been drafted. Information from this summer's activities will help inform a memo for next year.
- The CN EcoConnexions Grant does not approve of the use of funding to pay for self-watering hanging flower baskets. Bill Hahn, the advising landscape architect assigned to Proctor, suggested applying for funding for a tree-planting project.
- No progress has been made regarding the Proctor Golf Course signage.
- The Street Department planted a tree for the City's Arbor Day observance.
- The bike rodeo was rained out on May 8, and the committee did not table at the helmet giveaway event held at the PACC in its place.
- The Duluth-Superior MIC has not started their pedestrian planning process yet. They aim for a start date this fall.
- Committee members have spoken to Mary Jo White and Pat Lowe over the phone but have not yet met with them about the Moody Gazebo.
- The gateway sign in front of Black Woods has been maintained, but the gateway sign on Lavaque has become overgrown. K. Hannan secured a \$200 grant from the Duluth Garden Flower Society for use in maintaining gateway signage landscaping.
- Light repairs for the F-101 Voodoo Jet have not yet been discussed with personnel at Lake Superior College.

### **3. Old Business**

#### **a. Proctor Beautification Plan**

The Beautification Plan has not been brought forward to the City Council yet, as final revisions have not been made. This plan was recommended for adoption consideration at the Committee's April 17 meeting.

R. Habermann will make final revisions and send final copy to J. Schwarzbauer.

#### **4. New Business**

##### **a. Almac Drive and 6th Street Projects; CN EcoConnexions Grant**

R. Habermann noted the Beautification & Trees Committee's and the Parks & Recreation's shared responsibility to make recommendations for tree plantings with the Almac Drive and 6th Street projects. It was suggested these trees would be planted in 2019 or 2020 following the projects.

Committee members expressed concern that trees will not be planted if they are considered for planting after the 2018 construction season. R. Habermann noted that this might be a potential project for the CN EcoConnexions Grant. K. Hannan noted that she attended a presentation regarding the Woodland Street project by Tom Pfeffer from the City of Duluth Urban Forest Commission; she noted his expertise may be useful on the topic of species and spacing of street trees.

A motion to recommend tree planting in fall 2018 for the Almac Drive and 6th Street projects after consultation with Tom Pfeffer about tree species and spacing was made by J. Schwarzbauer/E. Habermann. The motion carried unanimously.

##### **b. Tree Policy Revisions**

R. Habermann noted that the City Tree Ordinance would benefit from updates. He asked members of the Committee to review the ordinance in preparation for the October meeting, when suggestions for revisions will be discussed.

##### **c. Hoghead Festival Participation**

The Committee discussed whether or not they should participate as a group in Hoghead Festival festivities. Members did not express interest in participating as a committee of the City.

**d. Name Nominations for Ball Court at Corner of 3rd Street and 1st Avenue**

R. Habermann noted that one recommendation in the Proctor Beautification Plan is to name the ball court at the corner of 3rd Street and 1st Avenue. He brought the idea forth to the Parks & Recreation Committee, who asked him to have the Beautification & Trees Committee deliver a nomination for them to consider. R. Habermann asked Anthony Bush from the Proctor Area Historical Society his thoughts on a “court” athlete from Proctor to consider for naming honors. Bush brought forward Maurice “Spike” Gorham, Bob Laney, Henry Nosek, and Ted Downs. Committee members said Bob Laney is the most current athlete on the list and likely the most known by current community members.

A motion to nominate “Bob Laney Court” for the name of the ball court at the corner of 3rd Street and 1st Avenue was made by J. Schwarzbauer/E. Habermann. The motion carried unanimously.

**e. Partnership with Streets Committee**

K. Hannan brought forward the idea to collaborate with the Streets Committee. The Committee brought forward concern that the Streets Committee has not met in years, but members voiced interest in reconsidering the idea when the Streets Committee reconvenes.

**f. Beautification Checklist**

J. Schwarzbauer presented the start of a list identifying beautification pieces in the community. Next to each piece, the list includes person/group responsible for maintaining and their specific responsibilities. He asked the Committee to help compile the areas of beautification, who is responsible for the area, and their responsibilities in the area. This document will help the Committee identify holes in maintenance of the beautification infrastructure.

**5. Member Concerns/Next Meeting Date**

The next meeting will be held Tuesday, October 16, 2018, at 6:00 pm.



## **6. Adjourn**

A motion to adjourn was made at 7:38 pm by E. Habermann/J. Schwarzbauer.  
The motion carried unanimously.

### **Next Steps**

All Committee members will:

- Identify suggestions for revisions to the City Tree Ordinance.

R. Habermann will:

- Make final revisions to and send Jim the Proctor Beautification Plan.
- Communicate the nomination of “Bob Laney Court” to the Parks & Recreation Committee.

K. Hannan will:

- Consult with Tom Pfeffer about appropriate species and spacing of street trees for the Almac Drive and 6th Street projects.

J. Schwarzbauer will:

- Present the Proctor Beautification Plan to Proctor City Council for adoption consideration.
- Complete the Beautification Checklist with guidance from Committee members, and send the completed list to Russell for his records.



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## CONSTRUCTION MEETING MINUTES

**RE:** S.A.P. 069-596-011 6th & Almac  
C.P. 0000-388268  
C.P. 0000-388069  
C.P. 0000-388070  
City Proj. No. 395  
Proctor, MN

**Date of Meeting:** July 18, 2018

**Project Manager:** Matt Bolf, PE

**Time of Meeting:** 8:00 a.m.

**SEH No.:** PROCT 139933 16.00

**Location of Meeting:** 6th Street (Between 2nd & 3rd)

**Meeting No:** 4

**Attendees:** Tyler, Matt, Steve - SEH  
Mark, Josh, Jay - City  
Pat C. - PUC  
Josh - Ulland  
Nancy Smith - Resident  
Gene Kruger - Holden Elec.

**Distribution:** Mark Casey – City of Proctor  
Rick LaLonde – City of Proctor  
Charlene Jones – City of Proctor  
Dave Nelson – Ulland Brothers  
Josh Ranta – Ulland Brothers  
Joe Butler - Braun

### I. Public Input

- A. Notify Pit Stop Bar owner of sanitary wye location.
- B. Road closure and detour notifications to emergency services.
- C. Spruce tree at house #801 Almac Drive may need to be cut down for utility installation. Ulland will determine tree removal needs when work begins on Almac Drive.
- D. Ulland will pull tree stumps as they are excavating for new sanitary and water services.
- E. Steve V. will meet with homeowner at 311 6<sup>th</sup> street to discuss existing concrete steps adjacent to the roadway.
- F. There was a water pressure issue at 18 6<sup>th</sup> Street. The curb stop wasn't turned all the way and the issue is now fixed.

### II. Erosion Control

- A. Inlet Control in place – Rain is projected in the forecast, Ulland will make sure all erosion control measure are in place and working.
- B. Silt Fence/Compost Logs in place – No updates.
- C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
- D. Dust control – Ulland has a truck ready for when it is needed. No issues.

### III. Work Schedule

- A. Upcoming Work Items
  - 1. Water service and sanitary service installation between 2<sup>nd</sup> and Boundary – Ulland has a couple of days left this week to finish services. Once complete, everyone between 2<sup>nd</sup> and Boundary will be off of temporary water.

2. Storm sewer- Starting today at Boundary Avenue.
3. Curb & Gutter- Ulland plans to start roadway subcut on Friday with curb and gutter to follow after road materials have been place.
- B. Overall Schedule – Ulland plans to start on Almac Drive in a week. They will start with hydrant and valve tie-ins and getting temporary water hooked up. Following temporary water, they will continue with sanitary and water mains starting at 8<sup>th</sup> Avenue and Almac Drive.

IV. Construction Issues

- A. Reminder – Add sanitary and water service to 320 6<sup>th</sup> Street.
- B. Bed rock near 816 Almac Drive – The gas company ran into bedrock and adjusted the alignment of the new main. Ulland will pre-dig this section of water main to ensure there are no conflicts with the proposed water main. Ulland will pre-dig when temporary water hookups are occurring.
- C. Poor soils found during trench excavation – The following options were discussed at the meeting.
  1. Dig up utility trenches and blend the soils to retest for compaction.
  2. Additional subcut underneath the roadway and pave only the base course this year to allow for any settlement. Ulland could cut out bad spots next year along with final paving courses.
  3. Install geogrid under the roadway for additional roadway support – Ulland will supply SEH with cost estimate for doing this option.
- D. Lighting conduit placement – Holdan Electric to place new conduit underneath the sidewalk at locations where the sidewalk abuts existing stairs and catwalks. New conduit will be located in the Right-of-Way between the new sidewalk and homeowners property where conflicts do not occur.
- E. Ulland noted that there is a potential conflict between proposed storm sewer and the new gas service crossings along Almac Drive. Ulland will determine if there is an issue exists when construction starts on Almac.
- F. Water main running along 3<sup>rd</sup> Avenue is the only feed to the water tower and north part of town. The Ulland, the PUC and SWLP are discussing options for the upcoming shutdown at 3<sup>rd</sup> Avenue. A longer than 4 hour shutdown is expected and notifications will be sent out in advance to homeowners.

V. Review of Submittals

- A. Shop Drawings – Lighting shop drawings have been approved and sent back to Ulland.

VI. Private Utilities

- A. Gas main relocation – No updates.
- B. Power pole relocations – Waiting on easements.
- C. Culvert adjustments may be needed at the intersection of Bee Street and Ugstad Road. Once the existing utilities and utility vault are exposed, placement of the culvert will be determined.

VII. Public Notifications

- A. Weekly meeting minutes to be posted on City webpage.
- B. Garbage companies – Ulland is working with the garbage company and the homeowners.
- C. Post Master – Carrier walks the 6<sup>th</sup> Street route.

VIII. Traffic Control

- A. No updates.

IX. Staking Needs

- A. Brian is on site today staking road subcut and storm sewer.

X. Materials Testing

- A. Schedule – Steve will coordinate to have Braun take one more density at a blended utility trench to see if Ulland is achieving a better compaction with the blended material.
- B. Results –

XI. Contractual Items

- A. Minor Extra Work Order – N/A
- B. Change Orders – N/A

- C. Contractor Payments – Quantities have been entered into OneOffice. Matt will check with Steve K. to see if the 1<sup>st</sup> pay application has been made.
- D. Dave to send payrolls to SEH.

XII. Miscellaneous

- A. Easement updates – Mark and Matt are still working on getting easements.
- B. Pipe treatment for arch pipe between 2<sup>nd</sup> and 3<sup>rd</sup> avenue – SEH provided a detail for the work to be done. Josh will check with Dave on how this work is preferred to be paid for.

XIII. Next Meeting – Wednesday July 25<sup>th</sup> @ 8:00 a.m.

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

**If there are errors contained in this document, or if relevant information has been omitted, please contact Matt Bolf, PE at 218.279.3025.**

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## CONSTRUCTION MEETING MINUTES

RE: S.A.P. 069-596-011 6th & Almac  
C.P. 0000-388268  
C.P. 0000-388069  
C.P. 0000-388070  
City Proj. No. 395  
Proctor, MN

Date of Meeting: July 25, 2018

Project Manager: Matt Bolf, PE

Time of Meeting: 8:00 a.m.

SEH No.: PROCT 139933 16.00

Location of Meeting: 6th Street (Between 2nd & 3rd)

Meeting No: 5

Attendees: Tyler, Matt, Steve, Jerry - SEH  
Rick, Josh, Jay - City  
Josh, Dave - Ulland  
Nancy Smith - Resident

Distribution: Mark Casey – City of Proctor  
Rick LaLonde – City of Proctor  
Charlene Jones – City of Proctor  
Dave Nelson – Ulland Brothers  
Josh Ranta – Ulland Brothers  
Joe Butler – Braun

- 
- I. Public Input
    - A. Road closure and detour notifications to emergency services. Rick will notify emergency services about the 3<sup>rd</sup> avenue closure for the watermain tie in.
    - B. Spruce tree at house #801 Almac Drive may need to be cut down for utility installation. Ulland will determine tree removal needs when work begins on Almac Drive. No updates.
    - C. Steve V. will meet with homeowner at 311 6<sup>th</sup> street to discuss existing concrete steps adjacent to the roadway.
  - II. Erosion Control
    - A. Inlet Control in place – No updates.
    - B. Silt Fence/Compost Logs in place – No updates.
    - C. Monitoring & Documentation – Weekly contractor site inspections are being kept in the job trailer
    - D. Dust control – Ulland has a truck ready for when it is needed. No issues.
  - III. Work Schedule
    - A. Upcoming Work Items
      - 1. Water and sanitary services have been completed between 2<sup>nd</sup> Avenue and Boundary Avenue.
      - 2. Storm sewer- Boundary Avenue and 1<sup>st</sup> Avenue storm sewer is in place.
      - 3. Curb & Gutter- JMF is scheduled to come August 1<sup>st</sup> to prepare and pour concrete curb and gutter from 2<sup>nd</sup> Avenue to Boundary Avenue.
      - 4. Ulland started their subcut at Boundary Avenue. They are also placing fabric and sand as they move west.

5. Ulland will have a temporary water shutdown tomorrow to tie into the water main system at 3<sup>rd</sup> Avenue to prepare for temporary water for the remainder of 6<sup>th</sup> Street. Notifications of temporary shutdown have been handed out.
6. Ulland will start on sanitary sewer from 3<sup>rd</sup> Avenue to 2<sup>nd</sup> Avenue following the water shutdown and tie in.
7. Ulland plans to pave the base course of pavement from 2<sup>nd</sup> Avenue to Boundary Avenue between August 8<sup>th</sup> and 14<sup>th</sup>.

B. Overall Schedule – Almac Drive start date is to be determined.

IV. Construction Issues

- A. Reminder – Add sanitary and water service to 320 6<sup>th</sup> Street.
- B. Bed rock near 816 Almac Drive – The gas company ran into bedrock and adjusted the alignment of the new main. Ulland will pre-dig this section of water main to ensure there are no conflicts with the proposed water main. Ulland will pre-dig when temporary water hookups are occurring.
- C. Poor soils / subgrade correction – It was decided that a geogrid will not be used. Soils seemed to have dried out some, since the last compaction test. SEH is going to have Braun do a couple more compaction tests today to see if there has been any improvement. A proof roll of the sand layer will be completed prior to class 5 placement. Only base course paving will occur this year with settlement fixes and final paving to occur next spring.
- D. Ulland noted that there is a potential conflict between proposed storm sewer and the new gas service crossings along Almac Drive. Ulland will determine if there is an issue exists when construction starts on Almac.
- E. Gas cover may become an issue along 6<sup>th</sup> street once final grading has occurred. SEH and Ulland will notify the gas company of this.
- F. Hydrant extensions to be obtained by SEH and forwarded to Dave Nelson.

V. Review of Submittals

- A. Shop Drawings – None at this time.

VI. Private Utilities

- A. Gas main relocation – No updates.
- B. Power pole relocations – Waiting on easements.
- C. Culvert adjustments may be needed at the intersection of Bee Street and Ugstad Road. Once the existing utilities and utility vault are exposed, placement of the culvert will be determined.

VII. Public Notifications

- A. Weekly meeting minutes to be posted on City webpage.
- B. Garbage companies – Ulland is working with the garbage company and the homeowners.
- C. Post Master – Carrier walks the 6<sup>th</sup> Street route.

VIII. Traffic Control

- A. Ulland will adjust detour signs as needed with the upcoming 3<sup>rd</sup> Avenue closure.

IX. Staking Needs

- A. Brian is onsite today staking subcuts.
- B. Ulland will need sanitary staking for Monday of next week.
- C. Curb and gutter staking will be needed after class 5 has been placed.

X. Materials Testing

- A. Schedule – Braun will be onsite today to take more compaction tests.
- B. Results –

XI. Contractual Items

- A. Minor Extra Work Order – Ulland asked about extra trench rock and sand backfill payment. Matt requested that Ulland and Steve keep track of extra bedding and backfill quantities.
- B. Change Orders – N/A

**Meeting Agenda**  
**Page 3**

- C. Contractor Payments – 1<sup>st</sup> pay application has been made by the County and Ulland should be receiving a check in the near future.
- D. Dave sent payrolls to SEH and the County. The County will continue to review payrolls.

**XII. Miscellaneous**

- A. Easement updates – Matt was in contact with two of the four outstanding homeowner easements. We anticipate receiving them soon. Matt has not heard back from the remaining two and will follow up this week.
- B. Pipe treatment for arch pipe between 2<sup>nd</sup> and 3<sup>rd</sup> avenue – Ulland is okay with using plan bid items to pay for the culvert treatment.

**XIII. Next Meeting – Wednesday August 1<sup>st</sup> @ 8:00 am between 3<sup>rd</sup> Avenue and 4<sup>th</sup> Avenue.**

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

**If there are errors contained in this document, or if relevant information has been omitted, please contact Matt Bolf, PE at 218.279.3025.**

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## GOVERNMENTAL PORTFOLIO SYSTEM

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- Account Overview
- Rates
- Wire Instructions
- ACH Instructions
- Forms

### Account Activity

- Activity
- Future Activity
- Fixed Income Portfolio
- Search Transactions

### Reporting

- Activity Statements
- Combined Statements
- Daily Confirmations
- Economic Update

### Transactions

- Transfers
- Redemptions
- Wire Redemption**
- ACH Redemption
- Purchases
- Bank Deposit Notifications

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Welcome Back

**AM Noelle Lent**  
nlent@proctormn.com

Account: 35146  
CITY OF PROCTOR

#### Account Contact

Mark Casey  
mcasey@proctormn.gov  
(o) 218-628-6267  
(f) 218-624-9459  
100 Plank Drive  
Proctor, MN 55810

#### Change Password

Log Out

### Transactions

#### Wire Redemption - CITY OF PROCTOR

**Entry Date** 07/25/2018  
**Settle Date** 07/26/2018  
**From Account** 35146-101 GENERAL FUND  
**From** 4M  
**Amount** \$7,500.00  
**Statement Remark** Series 2012A

**Wire ID:** 4004  
**Wire Account Name:** WELLS FARGO BANK  
**Wire Account Number:** xxxxxxx710  
**ABA:** 121000248  
**FBO:** NORTHLAND TRUST SERVICES  
**OBI:** CITY OF PROCTOR MN  
SERIES 2012A  
**BBK:**



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Last Login 7/25/2018 2:05:01 PM (CST)

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Confirmation Number: 1807251623043614843

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### Fund Holiday Schedule

PMA will observe the following Fund holidays:

Date	Holiday
09/03/18	Labor Day
10/08/18	Columbus Day
11/12/18	Veteran's Day

Transactions in Progress

Entered Date	Trans.	Settled Date	From Account	From Series	Description	Wire ID	Amount
07/25/2018	1807251620096014843	07/26/2018	101	4M	Wire Redemption	3450	\$532.50
07/25/2018	1807251622086814843	07/26/2018	101	4M	Wire Redemption	3726	\$36,600.00
07/25/2018	1807251623043614843	07/26/2018	101	4M	Wire Redemption	4004	\$7,500.00



### Your PMA Portfolio Advisor

**Cody Thelen**  
Portfolio Advisor  
(o) (763) 497-1490  
ext. 1307  
(f) (763) 497-1491





Email Cody



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**800.783.4273 | INFO@PMANETWORK.COM**

2135 CITYGATE LANE, 7TH FLOOR | NAPERVILLE, IL 60563

TERMS AND CONDITIONS      SECURITY POLICY

Philip G. Larson  
Mayor

Mark Casey  
Administrator

# City of Proctor

*You Have A Place In Proctor*

5B  
COUNCILORS  
Jake P. Benson  
Troy R. DeWall  
Gary Nowak  
James R. Schwarzbauer

100 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 824-3641 • Fax (218) 824-9459 • email: cityhall@proctormn.gov

## **CITY OF PROCTOR RESOLUTION NO. 28-18 CERTIFY ASSESSMENTS AND LIENS TO COUNTY**

*WHEREAS*, pursuant to notice duly given as required by law, the City Council has met and passed upon all objections to the proposed assessments for the following delinquent accounts of 2017-2018:

### **SOLID WASTE REMOVAL**

and has amended such proposed assessments as it deems just:

*NOW THEREFORE, BE IT RESOLVED* by the City Council of the City of Proctor, Minnesota as follows:

1. Such proposed assessments, a copy of which are attached hereto and made a part hereof is hereby accepted and shall constitute the special assessments against the land named therein, and each tract of land therein is hereby found to be benefited by the City.
2. Such assessments shall be as follows:
  - a. The assessments shall be payable including principal and \$50 City collection fee upon ratification of this resolution. Said payment to be payable prior to October 1, 2018 thereafter a 10% penalty shall apply.
  - b. The owner of the property so assessed may at any time prior to the November 15<sup>th</sup> of this year, pay to the Solid Waste Collector, or City Clerk, the whole of the principal amount of the assessment on such property, provided that no such prepayment shall be accepted without payment of all installments due to the City, County, and Solid Waste Collector.
3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County.
4. The past due accounts for solid waste removal (as the term is defined in the City Code 505.13) services be certified by the City Clerk of the City of Proctor, Minnesota to the County Auditor, and the City Clerk in so certifying shall specify the amount thereof, the description of the premises served, and

the name of the owner thereof. The amount so certified shall be extended by the County Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

Moved by Councilperson \_\_\_\_\_ and supported by Councilperson \_\_\_\_\_ that the above resolution be adopted.

Voting Aye:

Voting No:

Absent:

*WHEREUPON* said resolution was adopted this 16<sup>th</sup> day of July 2018.

Attest:

\_\_\_\_\_  
Philip Larson  
Mayor

\_\_\_\_\_  
Mark Casey,  
City Clerk/Administrator

6A

# Application for Employment

We welcome you as an applicant for employment with the City of Proctor. It is the City of Proctor's policy to provide equal opportunity in employment. The City of Proctor will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, sexual preference, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of Proctor accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact City Hall at (218) 624-3641.

DL:

SSN:

## Personal Information

Name:	(Last)	(First)	(MI)	(Prior)*
	Taylor	Brian	P.	
Street Address	413 N. 54th Ave. W Apt 4			
City, State, Zip	Duluth, MN 55807			
Phone Number	(218)		Alternate Phone	
Email				

\* Optional: include only if needed to verify previous employment or education.

Please print in INK or type when completing this application

Title of position applying for:	Firefighter
Are you legally eligible to work in the United States in the position for which you are applying? Proof of citizenship or work eligibility will be required as a condition of employment.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8	9 10 11 12 <u>GED</u>	13 14 <u>15</u> 16	MA <u>MS</u> PHD JD
Grade School	High School	College/Technical	Graduate
Did you graduate:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Please check)	High School	College/Technical	Graduate JD

School Name	Address	Course of study	Degree
High School: Hibbing High School	800 E. 21st St Hibbing, MN 55746		GED
College: Southern New Hampshire University	2500 N. River Rd Hooksett, NH 03106	MS - Thermodynamic Energy	on track for Spring 2024
Graduate School:			
Technical/Vocational: Hibbing Community College	1515 E. 25th St Hibbing, MN 55746	Automotive Mechanic	work/trade vocational cert
Other: Lake Superior college	11501 MN-23 Duluth, MN 55808	Fire Science/ EMS	multiple <del>type</del> certifications
Other: Mesabi Range college	1100 Industrial Park Dr Eveleth, MN 55734	EMT	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position: Alternative Fuel Sources, Electric Vehicle Safety, Active shooter/Hostile Event Preparedness, Fiveground Leadership & Responsibility, Commanding the Mayday & RIT Operations, PTSD in Leadership, Beyond Cause & Origin, Sports Related Illness, Human Anatomy Labs I & II, Airway & Hearing Labs, PEPP for BLS, Opioid Overdose Epidemic, Autism Awareness in Public Safety

List any current licenses, registrations, or certificates you possess which may be related to this position:

MN FF I & II, MN EMR, FEMA NIMS 100, 700, 800, 1100, Confined Space Rescue, S130, S190 wildland, RIT

# Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company <b>CN Railroad</b>	Name of last supervisor <b>_____</b>	Hrs/Week <b>Varied</b>
Address <b>17641 Ashland Ave.</b>	Start Date <b>08/17</b>	Starting Salary <b>\$ -</b>
City, State, Zip <b>Homewood, IL 60430</b>	End Date <b>Current</b>	Final Salary <b>\$ -</b>
Phone Number <b>_____</b>	Last job title <b>Conductor</b>	
Reason for leaving (be specific): <b>N/A</b>		
Describe your work in this job: <b>Reviews scheduled shipping manifests, maintaining communication with engineer and dispatcher, monitoring any known issues, arranging for repairs, scheduling stops, responsible for assembly of train and hazardous car marshalling</b>		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Company <b>Auto Value Parts Stores</b>	Name of last supervisor <b>Chad Elhardt</b>	Hrs/Week <b>varied 20-60</b>
Address <b>2504 E. Beltline 1781 W. Michigan St.</b>	Start Date <b>03/2011</b>	Starting Salary <b>\$ -</b>
City, State, Zip <b>Hibbing, MN 55746 Duluth, MN 55806</b>	End Date <b>08/2017</b>	Final Salary <b>\$ -</b>
Phone Number <b>(218) 222-2222</b>	Last job title <b>Customer Service/Sales</b>	
Reason for leaving (be specific): <b>I had worked here on and off over the years and while in school. I planned on always having this as a part time job but CN wanted a letter of resignation submitted to Auto Value before they would hire me.</b>		
Describe your work in this job: <b>Identify, locate, and provide needed parts to consumer, maintain accurate inventory counts, process scheduled payments, examine warranty parts/damaged parts, scheduling, customer service</b>		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

# Employment Experience Continued

Company <i>Cherry Fire Dept.</i>	Name of last supervisor <i>Phil Fleetwood</i>	Hrs/Week <i>Varied</i>
Address <i>9931 Hwy 37</i>	Start Date <i>04/13</i>	Starting Salary <i>_____</i>
City, State, Zip <i>Iron, MN 55751</i>	End Date <i>06/16</i>	Final Salary <i>_____</i>
Phone Number <i>(218) 969-9570</i>	Last job title <i>Firefighter/EMR/Training Officer</i>	
Reason for leaving (be specific): <i>I had accepted a job in Duluth, and ultimately had to move, as driving every day was getting to be too much</i>		
Describe your work in this job: <i>Responding to emergency situations, Emergency medical care, Suppressing fires, Mitigating hazardous situations, Investigate accident scenes, Maintain emergency vehicles, Educate public/city officials/school, do whatever is in my power to help and assist the community</i>		
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Cherry Fire Department (2013-2016)

## Military Experience

Did you serve in the U.S. Armed Forces? ☐ Yes ☒ No

Describe your duties:

\_\_\_\_\_

Do you wish to apply for Veterans' Preference points: ☐ Yes ☒ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Proctor by the application deadline of the position for which you are applying.

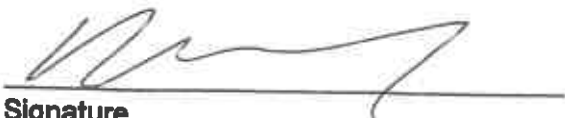
## Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Proctor is "at will," and that employment may be terminated by either the City of Proctor or me at any time, with or without notice.

With my signature below, I am providing the City of Proctor authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Proctor in writing of any changes to information reported in this application for employment.

  
Signature

05/01/2018  
Date





CITY OF PROCTOR

# BEAUTIFICATION PLAN

Prepared by the City of Proctor  
Beautification & Trees Committee

# EXECUTIVE SUMMARY

**Mission of the City of Proctor Beautification & Trees Committee:** *Build community spirit and pride by promoting plant life, local art, and social activity on public property and rights of way.*

In 2018, the City of Proctor Beautification & Trees Committee developed a plan to guide the direction of future beautification efforts in the City of Proctor, Minnesota. The result is this document, which outlines details of realizing five specific projects the Committee wishes to pursue during 2018-2022. In order of priority, these projects include:

1. Second Street
2. City Ball Court
3. Highway Two/Third Avenue
4. TRAIInquility Park
5. Kingsbury Creek

Additional "wish list" projects the Committee would like to pursue as the need and/or opportunity arise are included following the project sheets. Results of a survey administered to inform this plan is appended.



***A Moment of Inspiration: Light Fixtures @ Enger Park, Duluth, MN***

The Committee recommends installing human-scaled street light fixtures that aim light exclusively toward the ground. This type of lighting fits best practices for people-friendly places and night sky preservation.



# PROJECT NO. 1

## SECOND STREET

**Goal:** Enhance the Second Street corridor (from Klång Memorial Park to Proctor High School) to be an attractive, functional public space celebrating the Proctor community and serving transportation needs for community members of all ages.

### Action Steps

1. Conduct a walk audit along Second Street to identify needs in the corridor and to collect a shared vision for streetscape development.
2. Work with city administration to remind homeowners of shared maintenance responsibilities in corridor.
3. Develop a plan outlining the community vision for Second Street, including considerations for updated stormwater management, landscaping, utilities, traffic controls, transportation facilities (i.e. accommodations for pedestrians, bicyclists, public transit users, all-terrain vehicle drivers, and motorists), human-scaled street furniture (i.e. street lighting and benches), wayfinding signage, cultural references (i.e. street banners and interpretive signage), and corridor maintenance; partner with St. Louis County to consider improvements along Second Street east of Fifth Avenue and the City of Duluth to consider coordinated improvements on Orchard Street (especially for students on foot accessing Bay View Elementary School).
4. Implement projects outlined in the Second Street streetscape plan as funding becomes available; work with the City to identify opportunities for match funding to supplement any grant funding opportunities, and consider establishment of an improvement district.
5. Initiate shared responsibility of maintenance efforts, including enforcement of homeowner corridor maintenance responsibilities.
6. Support programming of the street with Walk to School events, parades, and other community gatherings.

**Potential Partners:** Proctor Schools (ISD 704), Proctor Area Historical Society, Proctor Safe Routes to School Team, Streets Department, Public Safety Committee, St. Louis County

**Funding Opportunities:** Streets budget, Local Road Improvement Program, Transportation Alternatives program, REA<sup>3</sup>D, crowdfunding



*A Moment of Inspiration: Art and Banners @ Dinkytown, Minneapolis, MN*

The Committee recommends the use of public art and large banners affixed to light poles to help travellers through Proctor easily recognize and connect with the culture of the Proctor community.



# PROJECT NO. 2

## CITY BALL COURT

**Goal:** Develop the City Ball Court (at the corner of 1st Avenue and 3rd Street) into a community gathering space that offers a sense of "place" and "playability" for all ages, and promote the space for community programming.

### Action Steps

1. Hold a naming contest to bring attention to the Ball Court as a public space ideally located to serve families in the Proctor community.
2. Host a community event at the Ball Court to collect input on what features the community members want to see developed on the property. Give consideration to development of pickleball, tennis, and basketball courts; also give consideration to open-space models supporting multiple activities.
3. If necessary, hire a landscape architect to compile the community's vision into a visual rendering the community can embrace.
4. Seek funding to implement the community's vision of the Ball Court, with necessary features such as improved lighting, new sidewalks, new pavement (or alternative surfacing), and attractive fencing; work with the City to identify opportunities for match funding to supplement any grant funding opportunities.
5. Execute projects to develop the City Ball Court as funding becomes available.
6. Utilize the Ball Court to host events like National Night Out and Farmer's Markets to bring continual attention to the need for funding to continue developing the space.

**Potential Partners:** Parks and Recreation Committee, Botanical Gardens, Sinnott Blacktop, AGE to age

**Funding Opportunities:** Parks and Recreation budget, Blue Cross and Blue Shield of Minnesota Center for Prevention, Minnesota Power, crowdfunding

***A Moment of Inspiration: Landscaping @ Shoppes at Arbor Lakes, Maple Grove, MN***

The Committee recommends the purchase of large planters and the use of native plants and grasses that thrive in our natural climate along the Highway 2/3rd Avenue corridor. Large containers with native plantings will offer the ability to remove planters during winter months and limit the need for landscaping maintenance during summer.





# PROJECT NO. 3

## HIGHWAY TWO/THIRD AVENUE

**Goal:** Continue efforts to maintain and enhance the Highway Two/Third Avenue corridor (from Boundary Avenue to Railroad Avenue) with ongoing beautification programs, and initiate planning efforts which capture a shared community vision for the corridor to advise future highway resurfacing/reconstruction projects.

### Action Steps

1. Contact MnDOT to request thinning/removal of vegetation on the hillside below the F-101 Voodoo Jet monument to restore sightlines of the jet for highway travelers.
2. Continue to apply seasonal beautification efforts (i.e. planted and potted flowers, garlands, wreaths, banners) in the downtown area along Highway 2, with a specific focus on the block between 2nd Street and 3rd Street. Purchase hanging planter baskets with reservoir self-watering systems for manageable maintenance, LED string lights, and benches and bicycle racks (requiring limited use permits from MnDOT) for installation in the downtown area.
3. Work with the Proctor Area Chamber of Commerce and business owners along 3rd Avenue to identify opportunities for partnerships with funding and management of downtown beautification effects. Develop a written memorandum of understanding to outline responsibilities, and consider founding a business improvement district to fund improvements.
4. Work with partners to develop a Downtown Revitalization Plan. Hire a landscape architect if needed and consider installing crosswalks at the intersection of Highway 2 and 2nd Street, installing human-scaled street lighting following "dark sky" practices, widening sidewalks, and planting street trees where possible.
5. Support and, if needed, initiate efforts to develop sidewalks on the north side of Highway 2 between 1st Street and Boundary Avenue, and between 6th Street and 3rd Avenue. Recommend planting of trees along the segment of Highway 2 between 3rd Avenue and 5th Street.
6. Monitor MnDOT's Capital Highway Investment Plan (CHIP) to monitor scheduled construction of the Highway 2 corridor.

**Potential Partners:** MnDOT, businesses, Chamber of Commerce, Public Safety Committee, Canadian National Railway

**Funding Opportunities:** Chamber of Commerce, donations from businesses, City budget, MnDOT, Transportation Alternatives program, crowdfunding



***A Moment of Inspiration: DNE #16 Engine Display @ Fauley Park, Cloquet, MN***

The Committee recommends enhancing the area around the Yellowstone #225 Engine and F-101 Voodoo Jet by constructing sidewalks increasing accessibility to and around the monuments, much like the City of Cloquet did with the addition of sidewalks around their open-air display of the Duluth & Northeastern #16 Engine.



# PROJECT NO. 4

## TRAINQUILITY PARK

**Goal:** Continue efforts to maintain TRAINquility Park, and partner with property stakeholders to develop the site into a wayside rest for tourists.

### Action Steps

1. Partner with the Proctor Area Historical Society to initiate seasonal beautification efforts at the John P. Moody Gazebo, treating the structure as a centerpiece to the park.
2. Eradicate pigeons from roosting on/in the monuments, structures, and buildings in the park.. Consider employing chicken wire, bird spikes, bird repellent, or bird control professionals.
3. Recommend enclosure to hide portable toilet available for public use.
4. Collect input on what features community members want to see developed in TRAINquility Park, and hire a landscape architect to incorporate community input into a site plan. Give consideration to development of sidewalks connecting features, stormwater management, landscaping, visibility of monuments from Highway 2, site lighting, and parking accommodations.
5. Work with the City to identify internal streams of funding to implement the community's vision of TRAINquility Park
6. Execute projects to enhance the park as they can be worked into the City budget and supplemented by other grants and fundraising efforts.
7. Utilize TRAINquility Park to host events like the Proctor Winter Carnival and the ecumenical church services on Wednesday nights during summer.

**Potential Partners:** Parks and Recreation Committee, Proctor Area Historical Society, Proctor Golf Board, Proctor Lion's Club

**Funding Opportunities:** Tourism Fund, Parks and Recreation Budget, Proctor Lion's Club, Proctor Area Chamber of Commerce, REA3D, Minnesota's Lake Superior Coastal Program, fundraising

***A Moment of Inspiration: Hanging Flower Baskets @ Chestnut Avenue, Carlton, MN***

The Committee recommends the use of hanging flower baskets in the 3rd Avenue/Highway 2 corridor like those installed on light poles on Chestnut Street in Carlton.



# PROJECT NO. 5

## KINGSBURY CREEK

**Goal:** Define the Kingsbury Creek corridor as an interactive water feature for the Proctor community, and partner with other city committees and community organizations to develop the corridor into a direct access to nature and natural beauty.

### Action Steps

1. Work with the City of Proctor, St. Louis County, and MNDOT to install "Kingsbury Creek" signage at bridge crossings on 2nd Street, Boundary Avenue, Pionk Drive, and Highway 2.
2. Partner with the Parks and Recreation Committee to determine the extent of a shared vision for recreation in the corridor.
3. Approach the Minnesota Department of Natural Resources and other regional stream organizations about the possibility of natural surface trail development in the creek corridor, and inquire about Kingsbury Creek's status as a designated trout stream (and steps for designation removal if necessary) and how upstream efforts can help mitigate flooding in the Lake Superior Zoo area.

**Potential Partners:** Minnesota Department of Natural Resources, Parks and Recreation Committee, Duluth Streams, Regional Stormwater Protection Team, St. Louis County, Lake Superior Zoo

**Funding Opportunities:** Parks and Recreation Budget, Minnesota's Lake Superior Coastal Program, Minnesota Department of Natural Resources, City of Duluth



***A Moment of Inspiration: Beautification @ Howard Street, Hibbing, MN***

The Committee recommends Howard Street in Hibbing, with hanging flower baskets, trees, stylized lighting, painted crosswalks, and more, as a prime regional example of multiple beautification efforts tied into one streetscape.



## “WISH LIST” PROJECTS

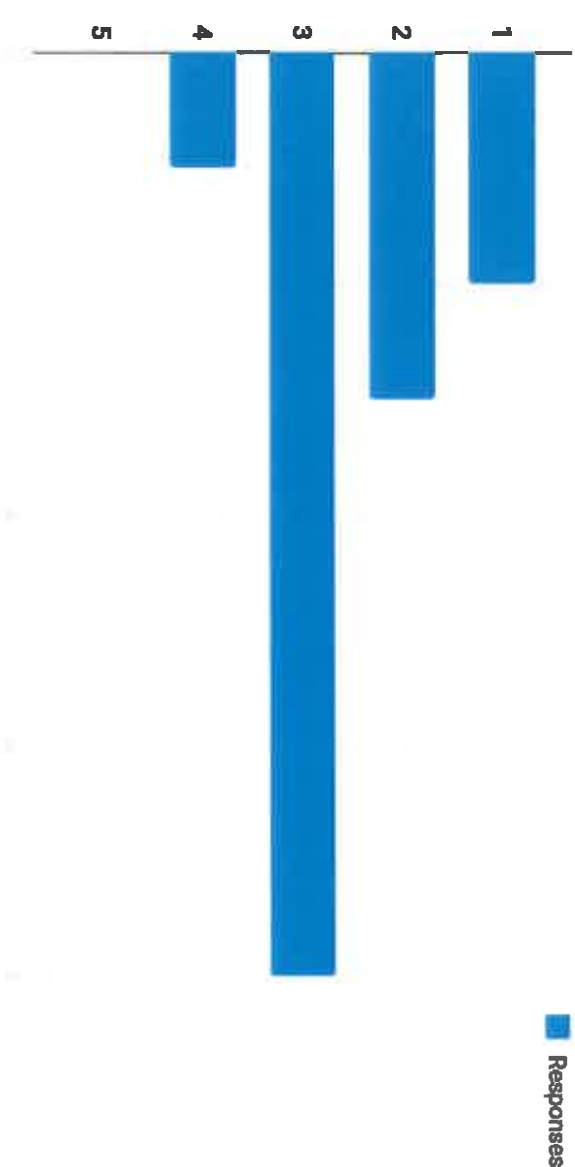
The following projects do not fit into priority geographic areas identified above, but will be addressed by the Committee as the need and/or opportunity arise. The projects are presented alphabetically by category below.

- **Community Clean-ups:** Partner with community organizations and businesses to conduct clean-up efforts each spring, with focused attention on the Highway 2 corridor and community parks. Also consider administering “adopt” programs.
- **Development:** Support development (i.e. housing, business, etc.) that is consistent with the character of existing neighborhoods and districts, and oppose the placement of manufactured housing in residential zones.
- **Gateways and Corridors:** Work with the Proctor Area Chamber of Commerce to develop a Gateways and Corridors Plan to outline a unified identity of signage, lighting, landscaping, banners, street furniture, and other accessories at the Highway 2, Boundary Avenue, and Lavaque Road gateways and corridors. And support efforts to include city branding.
- **Proctor Regional Recreation Area:** Work with the Parks and Recreation Committee to rehabilitate (and develop new) facilities at the Proctor Regional Recreation Area, including welcome and entrance signage. Strongly support efforts to install better lighting in the area, especially along the pathways and near the Playground for EveryBODY.
- **Public Art:** Support efforts to incorporate art into public realms of the community, and take inspiration from regional models of rotating public art like the Bernidji Sculpture Walk.
- **Railyard Aesthetics:** Collaborate with the Canadian National Railway and Sinnott Blacktop to enhance aesthetics of the Proctor Railyard as viewed from the Highway 2 corridor. Specifically address aesthetic issues related to powerline clutter, buffer strip vegetation management, and chain link fencing.
- **Sidewalks:** Conduct sidewalk maintenance evaluation at the beginning of each winter and summer by walking all City sidewalks and submitting recommendations to the City for maintenance and enforcement. Develop a system to distribute friendly reminders to residents of their shared responsibility in maintaining the sidewalk system, especially to ordinance offenders as a first warning. Also support efforts to develop a community pedestrian plan.
- **Trees:** Reinitiate work as the City’s Tree Board and make formal recommendations to the city council on where and when trees should be planted, maintained, and removed, with special consideration for street trees in coordination with streets projects. Develop a Trees Plan to guide the City’s Tree Program, using Tree City USA resources.
- **Vacant and Blighted Properties:** Work with the Proctor Economic Development Authority (PEDA) and the Planning and Zoning Committee to identify underutilized, vacant, blighted, and/or abandoned properties for development, rehabilitation, and/or demolition.

# APPENDIX A: PROCTOR BEAUTIFICATION SURVEY RESULTS

In coordination with development of the 2017 City of Proctor Beautification Plan, the Proctor Beautification & Trees Committee administered a survey to collect input and ideas regarding beautification efforts in the Proctor community. Results from this survey are included below.

On a scale of 1 to 5, please rate how attractive you feel the City of Proctor currently is.



**Which place(s), area(s), and/or feature(s) in the City of Proctor do you feel look attractive? Please be specific.**

- I enjoy the potted flowers and seasonal street light decor on hwy 2.
- 5th street with its large trees and newly paved street
- Pionk drive
- All over including outer areas
- The gazebo, train, and the museum, golf course.
- Flowers downtown
- The area around the train and museum and gazebo
- The garden below the golf course by the historical building, with the signs that hang along Highway two
- The light poles
- Flower beds, historic museum, but our town slogan totally needs to change
- I like the flowers and banners among the businesses on Hwy 2
- The green space by the museum



**Which place(s), area(s), and/or feature(s) in the City of Proctor do you feel need visual improvement? Please be specific.**

- The city ball fields were looking pretty run down when I was there this summer. Trash around, graffiti, worn out paint on buildings. I'm not sure if this falls under your area, but there should also be painted crosswalks at the stop light on hwy 2 downtown.
- main street is dreary and in poor repair. many homes need paint and repairs, sidewalks are often broken and many intersections lack street signs
- Hwy 2 drive through city corridor and along railroad yard
- Better lighting on main drag more attractive lighting
- Hwy2 and the new road that leads to the bars, and also up towards the laundromat, that whole area.
- Buildings are run down
- Highway 2 main corridor
- As you enter Proctor on Highway two and pass the railroad yard it looks so dumppy. I wish they would do something with that area. Lord knows they have the money. Perhaps you could stir them to do something.
- Klang Park
- The entire main drag and buildings need renovation
- There are storefronts that need new paint. Also the sidewalks leading to the HS are very poor on both sides.
- Everywhere else

**What are your ideas to improve the place(s), area(s), and/or feature(s) you listed above as needing improvement? Please be specific.**

- New paint for buildings and trash cans or cleanups.
- exploring grants might provide better signage
- Plant trees/shrubs along roadside. Decorative lighting. Large planters for flowers or plants and large hanging flower baskets.
- Main streets. Boundary lavaque hwy 2
- Flowers, benches, trees, memorials, USA flag, something to do with our history of the railroad.
- New development, landscaping, remodel business
- Huge beautiful plants like in city of Duluth but city needs to water everyday. Update facades of Main Street businesses.
- Plant natural ornamental grasses as in maple grove mn
- As you enter Proctor on Highway two and pass the railroad yard it looks so dump. I wish they would do something with that area. Lord knows they have the money. Perhaps you could stir them to do something.
- More of a Park like atmosphere to encourage families to gather. Flowers and trees need to be added. Picnic spots. Better playground and surfaces.
- Fines for outdated dilapidated buildings, no doublewides allowed outside zenith terrace, add charm back to the entire city with planting and loans to offset taxes to business that need to look better
- Help paint and encourage the city to fix sidewalks.

Philip G. Larson  
Mayor

Mark Casey  
Administrator

# City of Proctor

*You Have A Place In Proctor*

6C  
COUNCILORS  
Jake P. Benson  
Troy R. DeWall  
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100 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3841 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

## RESOLUTION 29-18 CITY RESPONSIBILITY FOR BENCHES IN STATE OF MN RIGHT OF WAY

STATE OF MINNESOTA)  
COUNTY OF SAINT LOUIS)  
CITY OF PROCTOR)

**WHEREAS:** Proctor (the City), is in support of the beautification of the city; and,

**WHEREAS:** the Proctor Beautification Association has acquired authorization from the State of Minnesota (MN DoT), to place benches in the Highway 2 right of way as depicted on the attached map through a Limited Use Permit; and,

**WHEREAS:** MN DoT has requested the City to take full responsibility of the maintenance and repair of said benches along Highway 2;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Proctor, as the bench sponsor, will take the responsibility of maintenance and repair of the benches along Highway as provided for by the Proctor Beautification Association.

Approved this August 6, 2018 by the City Council of Proctor, Minnesota.

Councilman voting Aye:

Councilman voting Nay:

BY: \_\_\_\_\_  
Philip Larson, Mayor

ATTEST: \_\_\_\_\_  
Mark Casey, City Administrator

Proposed Bench Locations (top, marked with yellow triangles) and Design (below)



## **25.5 SENIOR POLICE RECORDS MANAGER and TERMINAL AGENCY COORDINATOR**

**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** December 31, 1994  
**AMENDED:** March 12, 1998  
**AMENDED:** January 20, 2009  
**AMENDED:** May 21, 2018

### **NATURE OF WORK**

This position combines responsible and varied clerical work with highly specialized technical computer work in areas of Records Management, Criminal Histories and NCIC (National Crime Information Center) Hot Files, PS Portals, Shield, Criminal History Records Maintenance/Suspense files, and State Court filings and dispositions. This position requires knowledge of State Statutes, Offense Coding, researching and reading of Criminal Histories (including verification of information on fingerprint cards and maintaining and destroying Criminal Histories according to State Statutes), and NCIC data requirements, understanding Court process and documents, and the ability to work with prosecutors and other attorneys, outside law enforcement agencies and other legal, social and victim service agencies.

The Records Coordinator, under supervision of the Chief of Police, is also responsible for data dissemination to suspects, victims, insurance companies, government agencies, court personnel, and the media, requiring a working knowledge of the Minnesota Data Practices Act regarding the release of information. Work in this position requires a high level of confidentiality due to access to sensitive information, and is generally carried out with minimal supervision or direction.

### **DUTIES**

- A. To maintain (not write) police manual, automated police information systems and records.
- B. To prepare reports and process requests for information.
- C. To coordinate the activities of police records.
- D. To coordinate the city's Administrative Fines program.
- E. To perform the functions necessary to act as the BCA's Terminal Agency Coordinator (Note: only one person can be the TAC) Complete training and certification to enter "Hot Files."
- F. To provide technical support on assigned police projects.
- G. To coordinate the department's testing and access to the BCA's Programs, ( Public Safety Portals, Department Terminals, Criminal History Records Maintenance Files.)
- H. To coordinate the department's retention and disposal of records.
- I. Any other job duties as assigned.

### **ACCOUNTABILITIES**

1. Maintaining manual and automated police information systems and records.

- A. Maintaining a computerized information system of police records.
- B. Coding data for computer input.
- C. Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.
- D. Entering, verifying, modifying, and canceling of state and national 'Hot File' records as necessary.
- E. Operating the computer as needed to perform backup operations.
- F. Regularly resolves suspense files in the criminal history records maintenance system
- G. Receiving calls and recording critical information for police records.
- H. Making approved updates in the information systems and records.
- I. Classifying, indexing, sorting, and arranging information.
- J. Comparing, matching, checking, and verifying information.
- K. Accepting and processing applications for handguns.
- L. Searching files for data relating to specific cases or individuals

**2. Preparing reports and processing requests for information.**

- A. Operating the computer to run routine reports.
- B. Compiling statistical information.
- C. Performing mathematical computations.
- D. Preparing and distributing reports on criminal activity.
- E. Maintain a working knowledge of current state data privacy guidelines
- F. Processing requests for information in accordance with local, state, and federal laws, including reports for Probation, Domestic Abuse program, etc.
- G. Consulting with the attorney as needed in processing special requests for information
- H. Explaining data used in reports.
- I. Entering and managing media files for Records Management System
- J. Providing and distributing information for management purposes.
- K. Compiling case data and sending files to County Attorneys Case Referral System
- L. Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, and other police business.
- M. Preparing computer reports. (ADHOC reports)
- N. Compiling information for statistical purposes. (Monthly and Yearly reports)
- O. Look up city ordinances and state statutes, take initial ICR reports and do report itself on occasion. (Matter of Record Only)
- P. Processing applications for handguns, providing technical support on assigned police projects, and compiling statistical data in the department as required.
- Q. Coordinates and assists in updating department forms when required
- R. Performing e-filing of case records and other documents for State Court systems.
- S. Perform e-charging and e-citation functions for cases, including evidence and followup.

**3. Assisting City and County Attorneys, and other work assignments.**

- A. Prioritizing incoming information, requests and work orders.
- B. Obtain current state and federal data privacy information/publications
- C. Consult with City and County Attorneys as necessary to facilitate charging and prosecution of cases.
- D. Assist in budget planning.
- E. Purchasing of office supplies, office and police department equipment.

- F. Providing clerical support to the Police Civil Service Commission, Public Safety Committee, and Civil Defense and Emergency Management Director.
  - G. Compiling statistical data and provide clerical support for Police Department grant applications and associated reporting processes.
- 4. Terminal Agency Coordinator of Computerized Records Management System.**
- A. Receives specialized training in operation of hardware, system software, use of utility programs, and the security system.
  - B. Implement new procedures as available from the BCA or NCIC.
  - C. Performs support and management administrative functions associated with the day to day use of the system in the police office.
  - D. Authorizes new employees to access system, removing former employees.
  - E. Participates in states and local educational opportunities pertaining to Records Management and system operations.
  - F. Trains officers in the use if the Records Management System, and provide updated training as necessary for system changes and updates.
  - G. Makes changes in system tables
  - H. Maintains system Help messages
  - I. Stopping and starting the system
  - J. Removing or adding a terminal from the system (With Chiefs approval), including sealing and expungement per Court orders.
  - K. Purging system files (With Chiefs approval)
  - L. Deleting individual data records (With Chiefs approval)
  - M. Department representative for BCA or FBI auditing process with Chief
  - N. Monitor system security for BCA & NCIC; immediately report any and all suspected problems.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience.**

- A. High School diploma or GED
- B. Education and/or experience related to law enforcement, the legal system, complicated data or records entry or maintenance or related filed experience in records management, preferably in area of law enforcement, or equivalent combination of education, training and experience.
- C. Requires completion of a prescribed course of instruction by the Minnesota Bureau of Criminal Apprehension to attain Full Access Certification within 6 months of employment. Experience with automated systems desired.

### **2. Knowledge and Skill Requirements.**

Has general knowledge of the policies, procedures, and activities of the City and Police Department practices as they pertain to the performance of duties relating to the job of Records Manager and Terminal Agency Coordinator. Has general knowledge of the Police Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to department operations and

activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision which necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers, able to understand and learn to operate several varied and specialized computer programs and applications. Data is frequently entered directly into live government systems.

Must be able to work under pressure and within prescribed time limits on occasion.

**Work Schedule:** Generally day shift, Monday through Friday  
Must be available for after hours/weekend emergencies

**Physical Requirements** are those necessary to successfully perform the essential functions of this job:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to sit approximately 80% of regular workday.
3. Requires frequent use of personal computer, including word processing, multiple specialized data entry programs, multimedia data processing, telephone, copy machine, fax machine and document scanner.
4. The employee must occasionally lift and/or move up to 20 pounds
5. Specific vision ability required by this job includes close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment varies from moderately quiet to noisy.
2. This position required the employee to work in an office environment, indoors.

The City of Proctor is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualifies individuals with



disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

6Db

## **25.4 POLICE RECORDS TECHNICIAN I**

**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** December 31, 1994  
**AMENDED:** March 12, 1998  
**AMENDED:** January 20, 2009  
**AMENDED:** May 21, 2018

### **NATURE OF WORK**

This position combines responsible and varied clerical work with highly specialized technical computer work in areas of Records Management, Criminal Histories and NCIC (National Crime Information Center) Hot Files. This position requires knowledge of State Statutes, Minnesota Offense Coding, researching and reading of Criminal Histories (including verification of information on fingerprint cards and maintaining and destroying Criminal Histories according to State Statutes), and NCIC data requirements.

The Records Coordinator, under supervision of the Chief of Police, is also responsible for data dissemination to suspects, victims, insurance companies, government agencies, court personnel, and the media, requiring a working knowledge of the Minnesota Data Practices Act regarding the release of information. Work in this position requires a high level of confidentiality due to access to sensitive information, and is generally carried out with minimal supervision or direction.

### **DUTIES**

- A. To maintain manual and automated police information systems and records.
- B. To prepare reports and process requests for information.
- C. To coordinate the activities of police records.
- D. To coordinate the city's Administrative Fines program.
- E. To provide technical support on assigned police projects.
- F. Any other job duties as assigned.

### **ACCOUNTABILITIES**

1. **Maintaining manual and automated police information systems and records.**
  - A. Maintaining a computerized information system of police records.
  - B. Coding data for computer input.
  - C. Operating a terminal to input and retrieve data on local, state, and nationwide computer systems.
  - D. Entering, verifying, modifying, and canceling of state and national 'Hot File' records as necessary.
  - E. Operating the computer as needed to perform backup operations.
  - F. Receiving calls and recording critical information for police records.
  - G. Classifying, indexing, sorting, and arranging information.
  - H. Comparing, matching, checking, and verifying information.
  - I. Accepting and processing applications for handguns.
  - J. Searching files for data relating to specific cases or individuals

**2. Preparing reports and processing requests for information.**

- A. Operating the computer to run routine reports.
- B. Compiling statistical information.
- C. Performing mathematical computations.
- D. Preparing and distributing reports on criminal activity.
- E. Maintain a working knowledge of current state data privacy guidelines
- F. Processing requests for information in accordance with local, state, and federal laws.
- G. Consulting with the attorney as needed in processing special requests for information
- H. Entering and managing media files for New Records Management System
- I. Compiling case data and sending files to County Attorneys Case Referral System
- J. Giving information to the public over the phone or in person concerning arrests, missing persons, alleged stolen property, and other police business.
- K. Preparing computer reports. (ADHOC reports)
- L. Look up city ordinances and state statutes, take initial ICR reports and do report itself on occasion. (Matter of Record Only)
- M. Oversee department's participation in the Minnesota Crime Alert Network.
- N. Processing applications for handguns, providing technical support on assigned police projects, and compiling statistical data in the department as required.

**3. Coordinating City Attorney court dates for officers, certain activities, and other work assignments.**

- A. Prioritizing incoming information, requests and work orders.
- B. Obtain current state and federal data privacy information/publications
- C. Consult with City and County Attorneys as necessary to facilitate charging and prosecution of cases.
- D. Purchasing of office supplies, office and police department equipment.
- E. Providing clerical support to the Police Civil Service Commission, Public Safety Committee, and Civil Defense and Emergency Management Director.
- F. Compiling statistical data and provide clerical support for Police Department grant applications and associated reporting processes.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience,**

- A. High School diploma or GED
- B. Education and/or experience related to law enforcement, the legal system, complicated data or records entry or maintenance or related filed experience in records management, preferably in area of law enforcement, or equivalent combination of education, training and experience.
- C. Requires completion of a prescribed course of instruction by the Minnesota Bureau of Criminal Apprehension to attain Full Access Certification within 6 months of employment. Experience with automated systems desired.

### **2. Knowledge and Skill Requirements.**

Has general knowledge of the policies, procedures, and activities of the City and Police Department practices as they pertain to the performance of duties relating to the job of Records Coordinator/Secretary. Has general knowledge of the Police Department practices as necessary in the completion of daily responsibilities. Possess the ability to stay current with changes to policy, methods, computer operations, equipment needs, etc., as they pertain to department operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision which necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is proficient with computers and a wide range of software applications. Understand and learn to operate several varied and specialized computer programs and applications. Data is frequently entered directly into live government systems. Must be able to work under pressure and within prescribed time limits.

**Work Schedule:**      Generally day shift, Monday through Friday  
Must be available for afterhours/weekend emergencies

**Physical Requirements** are those necessary to successfully perform the essential functions of this job:

- 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to sit approximately 80% of regular workday.

3. Requires frequent use of personal computer, including word processing, data entry, multimedia data processing, page layout programs, telephone, copy machine, fax machine and document scanner.
4. The employee must occasionally lift and/or move up to 20 pounds
5. Specific vision ability required by this job includes close vision and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment varies from moderately quiet to noisy.
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The City of Proctor is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualifies individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

6E

**Prepared For:**  
KENT GAIDA  
CITY OF PROCTOR  
PIONK DR  
PROCTOR, MN 55810  
Phone: (218) 624-7788  
Email: jthomas@co.rice.mn.us

**Prepared By:**  
BOB OHARA  
MIKE MOTORS  
908 E SHERIDAN ST  
ELY, MN 55731  
Phone: (218) 349-8955  
Fax: (218) 263-7576  
Email: rwohara01@aol.com

## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### ***PRICING SUMMARY***

#### **PRICING SUMMARY - 2018 Fleet/Non-Retail LDEE48 Police AWD**

	<u><i>Invoice</i></u>
Base Price	\$35,851.00
Total Options:	-\$12,745.00
Vehicle Subtotal	\$23,106.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,095.00
<b>GRAND TOTAL</b>	<b>\$24,201.00</b>

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

**Prepared For:**  
 KENT GAIDA  
 CITY OF PROCTOR  
 PIONK DR  
 PROCTOR, MN 55810  
 Phone: (218) 624-7788  
 Email: jthomas@co.rice.mn.us

**Prepared By:**  
 BOB OHARA  
 MIKE MOTORS  
 908 E SHERIDAN ST  
 ELY, MN 55731  
 Phone: (218) 349-8955  
 Fax: (218) 263-7576  
 Email: rwohara01@aol.com

## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### ***SELECTED MODEL & OPTIONS***

#### **SELECTED MODEL - 2018 Fleet/Non-Retail LDEE48 Police AWD**

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
LDEE48	2018 Dodge Charger Police AWD	\$35,851.00

#### **SELECTED VEHICLE COLORS - 2018 Fleet/Non-Retail LDEE48 Police AWD**

<u>Code</u>	<u>Description</u>
-	Interior: No color has been selected.
-	Exterior 1: No color has been selected.
-	Exterior 2: No color has been selected.

#### **SELECTED OPTIONS - 2018 Fleet/Non-Retail LDEE48 Police AWD**

##### **CATEGORY**

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
<b>ENGINE</b>		
EZH	ENGINE: 5.7L V8 HEMI MDS VVT (STD)	\$0.00
<b>TRANSMISSION</b>		
DGJ	TRANSMISSION: 5-SPEED AUTOMATIC (W5A580) (STD)	\$0.00
<b>CPOS PKG</b>		
29A	QUICK ORDER PACKAGE 29A -inc: Engine: 5.7L V8 HEMI MDS VVT, Transmission: 5-Speed Automatic (W5A580)	\$0.00
<b>TIRES</b>		
TWW	TIRES: P225/60R18 BSW PERFORMANCE (STD)	\$0.00
<b>PRIMARY PAINT</b>		
PX8	PITCH BLACK CLEARCOAT	\$0.00
<b>PAINT SCHEME</b>		
—	STANDARD PAINT	\$0.00
<b>SEAT TYPE</b>		
X5X9	BLACK, HEAVY DUTY CLOTH BUCKET SEATS W/VINYL REAR	\$107.00

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 CITY OF PROCTOR  
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 PROCTOR, MN 55810  
 Phone: (218) 624-7788  
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 BOB OHARA  
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 908 E SHERIDAN ST  
 ELY, MN 55731  
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## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### SELECTED MODEL & OPTIONS

#### SELECTED OPTIONS - 2018 Fleet/Non-Retail LDEE48 Police AWD

##### CATEGORY

<u>Code</u>	<u>Description</u>	<u>Invoice</u>
ADDITIONAL EQUIPMENT		
AWC	FLEET SAFETY GROUP -inc: Exterior Mirrors w/Heating Element, Blind Spot Power Fold Pursuit Mirrors, Blind Spot & Cross Path Detection, ParkSense Rear Park Assist System *GROSS* (With the selection of GUK, requires AEB) (Requires Fleet Safety Group savings)	\$530.00
NHK	ENGINE BLOCK HEATER	\$85.00
GUK	POWER HEATED MIRRORS W/MAN F/AWAY -inc: Exterior Mirrors w/Heating Element	\$53.00
LNK	LED SPOT LAMPS (Requires LNF)	\$134.00
LNF	BLACK LEFT SPOT LAMP	\$187.00
CW6	DEACTIVATE REAR DOORS/WINDOWS	\$67.00
GXA	ENTIRE FLEET ALIKE KEY (FREQ 2)	\$125.00
LBG	FRONT READING/MAP LAMPS	\$67.00
XFX	EQUIPMENT MOUNTING BRACKET	\$0.00
DEALER INSTALLED / PROCESSING OPTIONS		
<u>BID</u>	FACTORY FLEET GOVERNMENT CONSESSION	-\$14,100.00
<u>ASSIT</u>		
<b>OPTIONS TOTAL</b>		<b>-\$12,745.00</b>

An underlined code indicates that the options have been applied by the dealer. All sales prices established solely by dealer.

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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KENT GAIDA  
CITY OF PROCTOR  
PIONK DR  
PROCTOR, MN 55810  
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Email: jthomas@co.rice.mn.us

**Prepared By:**  
BOB OHARA  
MIKE MOTORS  
908 E SHERIDAN ST  
ELY, MN 55731  
Phone: (218) 349-8955  
Fax: (218) 263-7576  
Email: rwohara01@aol.com

## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### ***STANDARD EQUIPMENT***

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail LDEE48 Police AWD**

##### ***ENTERTAINMENT***

- Radio: Uconnect 4 w/7" Display
- Radio w/Seek-Scan, MP3 Player, Clock, Speed Compensated Volume Control, Aux Audio Input Jack, Steering Wheel Controls and Uconnect External Memory Control
- 6 Speakers
- Wireless Streaming
- Window Grid Antenna
- Uconnect w/Bluetooth Wireless Phone Connectivity
- 2 LCD Monitors In The Front

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## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail LDEE48 Police AWD**

##### *EXTERIOR*

- Wheels: 18" x 7.5" Steel
- Tires: P225/60R18 BSW Performance
- Goodyear Brand Tires
- Steel Spare Wheel
- Full-Size Spare Tire Mounted Inside Under Cargo
- Clearcoat Paint
- Body-Colored Front Bumper
- Body-Colored Rear Bumper
- Black Side Windows Trim
- Body-Colored Door Handles
- Power Side Mirrors w/Manual Folding
- Body Color Exterior Mirrors
- Fixed Rear Window w/Defroster
- Light Tinted Glass
- Speed Sensitive Variable Intermittent Wipers w/Heated Jets
- Galvanized Steel/Aluminum Panels
- Black Grille
- Trunk Rear Cargo Access
- Fully Automatic Projector Beam Halogen Daytime Running Headlamps w/Delay-Off
- Perimeter/Approach Lights
- LED Brake Lights
- Laminated Glass

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## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail LDEE48 Police AWD**

##### *INTERIOR*

- Power 6-Way Driver Seat
- 8-Way Driver Seat -inc: Manual Recline
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Front Facing Rear Seat
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
- Power Rear Windows
- Leather/Metal-Look Steering Wheel
- Front Cupholder
- Rear Cupholder
- Compass
- Proximity Key For Doors And Push Button Start
- Valet Function
- Power Fuel Flap Locking Type
- Remote Keyless Entry w/Integrated Key Transmitter, 4 Door Curb/Courtesy, Illuminated Entry and Panic Button
- Remote Releases -inc: Power Cargo Access and Power Fuel
- Cruise Control w/Steering Wheel Controls
- Dual Zone Front Manual Air Conditioning
- HVAC -inc: Underseat Ducts
- Illuminated Locking Glove Box
- Driver Foot Rest
- Full Cloth Headliner
- Vinyl Door Trim Insert

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### ***STANDARD EQUIPMENT***

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail LDEE48 Police AWD**

- Interior Trim -inc: Chrome Interior Accents
- Urethane Gear Shift Knob
- Heavy Duty Cloth Bucket & Rear Bench Seats
- Day-Night Rearview Mirror
- Driver And Passenger Visor Vanity Mirrors w/Driver And Passenger Illumination, Driver And Passenger Auxiliary Mirror
- Partial Floor Console, Mini Overhead Console w/Storage and 1 12V DC Power Outlet
- Regular Dome Lighting
- Full Vinyl/Rubber Floor Covering
- Vinyl/Rubber Floor Trim
- Underhood And Cargo Space Lights
- FOB Controls -inc: Trunk/Hatch/Tailgate
- Instrument Panel Bin, Driver / Passenger And Rear Door Bins
- Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
- Delayed Accessory Power
- Power Door Locks w/Autolock Feature
- Systems Monitor
- Redundant Digital Speedometer
- Trip Computer
- Outside Temp Gauge
- Digital/Analog Display
- Manual Anti-Whiplash Adjustable Front Head Restraints and Fixed Rear Head Restraints
- Sentry Key Engine Immobilizer
- Air Filtration
- 1 12V DC Power Outlet

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 520.0, Data updated 12/5/2017  
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.  
Customer File:

**Prepared For:**  
KENT GAIDA  
CITY OF PROCTOR  
PIONK DR  
PROCTOR, MN 55810  
Phone: (218) 624-7788  
Email: jthomas@co.nice.mn.us

**Prepared By:**  
BOB OHARA  
MIKE MOTORS  
908 E SHERIDAN ST  
ELY, MN 55731  
Phone: (218) 349-8955  
Fax: (218) 263-7576  
Email: rwohara01@aol.com

## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### ***STANDARD EQUIPMENT***

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail LDEE48 Police AWD**

##### *MECHANICAL*

- Engine: 5.7L V8 HEMI MDS VVT
- Transmission: 5-Speed Automatic (W5A580)
- 50 State Emissions
- Transmission w/AUTOSTICK Sequential Shift Control
- Automatic Full-Time All-Wheel Drive
- 3.07 Axle Ratio
- Engine Oil Cooler
- 220 Amp Alternator
- 800CCA Maintenance-Free Battery w/Run Down Protection
- Police/Fire
- 5500# Gvwr
- Gas-Pressurized Front Shock Absorbers and Air Rear Shock Absorbers
- Rear Auto-Leveling Suspension
- Front Anti-Roll Bar and Rear HD Anti-Roll Bar
- HD Suspension
- Electro-Hydraulic Power Assist Steering
- 18.5 Gal. Fuel Tank
- Dual Stainless Steel Exhaust
- Permanent Locking Hubs
- Short And Long Arm Front Suspension w/Coil Springs
- Multi-Link Rear Suspension w/Coil Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

**Prepared For:**  
KENT GAIDA  
CITY OF PROCTOR  
PIONK DR  
PROCTOR, MN 55810  
Phone: (218) 624-7788  
Email: jthomas@co.rice.mn.us

**Prepared By:**  
BOB OHARA  
MIKE MOTORS  
908 E SHERIDAN ST  
ELY, MN 55731  
Phone: (218) 349-8955  
Fax: (218) 263-7576  
Email: rwohara01@aol.com

## 2018 Fleet/Non-Retail Dodge Charger Police AWD LDEE48

### **STANDARD EQUIPMENT**

#### **STANDARD EQUIPMENT - 2018 Fleet/Non-Retail LDEE48 Police AWD**

##### **SAFETY**

- Electronic Stability Control (ESC) And Roll Stability Control (RSC)
- ABS And Driveline Traction Control
- Side Impact Beams
- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Tire Specific Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags
- Curtain 1st And 2nd Row Airbags
- Airbag Occupancy Sensor
- Rear Child Safety Locks
- Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
- ParkView Back-Up Camera

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 520.0, Data updated 12/5/2017  
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.  
Customer File:

6F

**From:** CH-Jim Rich [mailto:jrich@hermantownmn.com]  
**Sent:** Friday, June 22, 2018 3:50 PM  
**To:** Mark Casey; Jay Boysen; Kent Gaidis (kgaidis@proctorpd.org)  
**Subject:** misc properties

Hello all, listed below are several properties that we looked at on June 11.

It is our practice to send letters both regular mail and certified with receipt requested to these properties. Please verify with John Bray to confirm he would like that practice followed. Also you can determine if you want to do an O&E on these properties for the first letter or wait and see.

I have drafted the following letters. Please review and if ok, feel free to send. If you would like to edit or discuss please feel free. All we are seeking is compliance and if you think there is a better method or process, glad to try anything. No offense taken if you do not like my methodology. I will send pictures separately. Make sure the city council has the desire and willingness to stand behind this stuff. Otherwise, we are wasting time.

Thank you, Jim

Lawn mowing- not sure if you have a lawn mowing ordinance or not. Two Harbors does and we send the owner a letter indicating the owner has 7 days to mow or city will. If city crews have time they will mow or they hire one of the local lawn care companies to do it and bill the city. The city then assesses all costs to the property. Collect at tax time. *901.06*

Junk Vehicles- PD does all vehicle related removals. I will forward the info/processes next week for these issues. *905.08*

I offer the following:

Summary- 103 5<sup>th</sup> St.- The building is open to trespass through the open basement window and the rear door. The garage door is open due to lack of overhead door and is welcoming to disposal of refuse and debris by others. Lawn needs mowing. If you have any ability to require lawn mowing, please feel free to add text to my letter.

Mail letter-

Dear XXX,

????

RE: property located at 103 5<sup>th</sup> St

The city has received multiple complaints pertaining to the condition of your property located at 103 5<sup>th</sup> St. On June 11<sup>th</sup>, 2018 I visited the site and determined the dwelling is open to trespass through an open basement window and open rear entrance door. The basement is partially submerged with standing water. The detached garage is lacking an overhead door and is open to the public. The lack of occupancy and abandonment is creating an inviting environment for people to dispose of trash, appliances and debris in the garage.

The 2015 MN State Building Code, Rules 1300.0180 provides the definition of your property as Unsafe Buildings or Structures.

Please secure the basement window opening, the rear entrance door and the overhead garage door opening within in 30 days of this letter.

If compliance of this directive is not achieved the city will order the work done and all associated costs will be assessed to the property.

Please feel free to contact me if you have any questions.

Regards,  
Jim Rich  
CBO of Proctor

Summary- 117 & 121 5<sup>th</sup> St. Detached garage fire totally destroyed the structure and contents. The fire also damaged the easterly wall and roof system of the detached garage to the west, located at 121 5<sup>th</sup> St.

Mail letter:

115 5<sup>th</sup> St.  
Proctor, MN 55811

Dear Ms.

This letter is a summary of the conversation we had on June 11, 2018 to discuss the abatement of your fire damaged buildings located at 117 and 121 5<sup>th</sup> St.

You stated that you had made arrangements to have dumpsters delivered the week of June 17<sup>th</sup> to remove the debris and contents of the detached garage at 117<sup>th</sup> 5th St. You stated that the anticipated time for removal of all debris would be approximately 7-10 days.

You also stated that you were working with a contractor to make repairs to the fire damaged detached garage located at 121 5<sup>th</sup> St.

The city appreciates your willingness to address the abatement of the garage at 117 5<sup>th</sup> St. and assumes you will meet the time frame you indicated.

On June 11, 2018 the opportunity to view the structural integrity of the garage at 121 5<sup>th</sup> St. was not possible due to temporary enclosure.

Before you enter into a contract to rebuild the garage at 121 5<sup>th</sup> St. please contact myself or Jay Boysen to make a visual inspection and evaluation of the building. It must be determined that the building is salvageable.

There were several cars parked in the driveway accessed from 5<sup>th</sup> St and several vehicles in the alley. You indicated that at least the pickup truck in the driveway and the two vehicles in the alley will be removed in the next 30 days.

The repair or abatement of the garage located at 121 5<sup>th</sup> St. must be completed by September 28, 2018 or the city will begin the condemnation process. I urge you to achieve compliance with this directive before that date. If the condemnation process begins you will become responsible for all associated costs.

Please feel free to contact me with any questions.  
Thank you in advance for taking care of these issues as you stated.  
Regards,  
Jim Rich  
CBO of Proctor



Summary- 213 5<sup>th</sup> St.- loss of roof system visible from street. Large quantity of pigeons flying in and out of holes. Temporary patching of shingle loss/holes with building material shipping wrap.

Xxxxx

Proctor, MN 55811

Dear Mr.

In my opinion, your structure located at 213 5<sup>th</sup> St. meets the definition of an Unsafe Building or Structure as per the 2015 MN State Building Code, Rules 1300.0180.

The roof structure and system is failing. There are openings in the roof plane allowing water/weather intrusion and the habitation of pigeon/fowl.

Temporary measures of patching the roof are apparent with building material shipping wrap material. This wrapping material is not a building code approved material and is not considered an approved repair.

The roof system needs structural correction and the installation of an approved roofing material by September 28, 2018 or the city will consider condemnation proceedings.

Please be aware that if the city begins the condemnation process you will be responsible for all charges incurred.

If you should have any questions please feel free to contact me.

Regards,

Jim Rich

CBO of Hermantown

Summary- 621 3<sup>rd</sup> Ave. Roof structure is collapsing and failing. Building may be owned by city?

Owner- xxx?

On June 11<sup>th</sup>, 2018 I made a site inspection of your property located 621 3<sup>rd</sup> Ave. The reason for the inspection was multiple complaints received about the habitation of pigeons in the open roof system.

It is apparent that the roof system is open to the weather and animals. The failure of the structural elements of the roof are causing the structural wall systems of the building to fail as well.

In my opinion this building meets the definition of an Unsafe Building or Structure as per the 2015 MN State Building Code, Rules 1300.0180.

You are hereby directed to make necessary structural repairs to the roof and walls system or raze the structure. This work must be completed by September 28, 2018.

If the work is not completed by the stated date, the city may begin the commendation process. Please be aware that once that process begins you will be responsible for all expenses incurred.

Please feel free to contact me with any questions you may have.

Regards,

Jim Rich

CBO of Proctor

Summary- 842 6<sup>th</sup> St. – on going issues with lack of maintenance, utilities since posting 6/17. Consider lawn mowing letter as well if possible.

Dear xxx,

You were notified by letter xxx, (june?) 2017 that your property was not habitable due to lack of utilities and lack of maintenance.

A placard was placed on the door on June ??, 2017 (check with Jay for date) indicating the house inhabitable.

It is my opinion that this property meets the definition of an Unsafe Building or Structure as per the 2015 MN State Building Code, Rules 1300.0180.

Due to lack of repairs and maintenance, failure of the foundation, I am hereby directing you to raze and abate this structure by September 28, 2018.

If compliance of this directive is not achieved, the city will begin the condemnation process. Please be aware that you will be responsible for all costs incurred.

Please feel free to contact me if you should have any questions.

## **SAMPLE LETTER**

June 22, 2018

Property Owners Name  
Property Owners Street Address  
City, State, Zip Code

RE: Property located at 103 5<sup>th</sup> Street, Proctor, MN 55810

Dear XXX,

The city has received multiple complaints pertaining to the condition of your property located at 103 5<sup>th</sup> St.

On June 11<sup>th</sup>, 2018 I visited the site and determined the dwelling is open to trespass through an open basement window and open rear entrance door. The basement is partially submerged with standing water.

The detached garage is lacking an overhead door and is open to the public. The lack of occupancy and abandonment is creating an inviting environment for people to dispose of trash, appliances and debris in the garage.

The 2015 MN State Building Code, Rules 1300.0180 provides the definition of your property as Unsafe Buildings or Structures.

Please secure the basement window opening, the rear entrance door and the overhead garage door opening within 30 days of this letter.

If compliance of this directive is not achieved the city will order the work done and all associated costs will be assessed to the property.

Please feel free to contact me if you have any questions.

Regards,  
Jim Rich  
CBO of Proctor

69



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 222, St. Paul, MN 55101  
651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <u>John Beargrease Sky Line Marathon</u>		Date organized <u>03/22/18</u>	Tax exempt number <u>41-1586042</u>
Address <u>P.O. Box 16477</u>		City <u>Duluth</u>	State <u>Minnesota</u>
Name of person making application <u>Monica Hendrickson</u>		Business phone <u>218-722-7631</u>	Home phone <u></u>
Date(s) of event <u>7/22/18</u>		Type of organization <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit	
Organization officer's name <u>X Jean Vincent - President</u>		City <u>Duluth</u>	State <u>Minnesota</u>
Add New Officer		Zip <u>55816</u>	

Location where permit will be used. If an outdoor area, describe.

South St. Louis / Proctor Fairgrounds  
Industrial Building and Parking Lot  
800 N. Boundary Avenue Proctor MN 55810

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Hanover Insurance Company . See attached policy.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Proctor / St. Louis County City/County	Date Approved <u>September 22 2018</u>
\$10.00 City Fee Amount	Permit Date
7/27/2018 Date Fee Paid	City/County E-mail Address <u>city hall @ proctor mn gov.</u>

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)



JOHNSEA-01

ADOCTEUR

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 07/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of this policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Sportsman's Insurance Agency Plan PO Box 2799 Cape Vincent, NY 13618-0799		<b>CONTACT NAME</b> PHONE (A/C, No.) (315) 654-2000 FAX (A/C, No.) (315) 654-3007 ADDRESS	
<b>INSURED</b> John Baergren's Sted Dog Marathon, Inc PO Box 16477 Duluth, MN 55816		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Hanover Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LT#	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF DATE(M/D/Y)	POLICY EXP DATE(M/D/Y)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> CDD <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRE AUTOS ONLY SCHEDULED AUTOS NON-SCHEDULED AUTOS ONLY UMBRELLA LIAB EXCESS LIAB DED RETENTIONS WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPERTY DAMAGE EXCEPTIVE OF AUTOMOBILE EXCLUDED (Excluded in the If you describe under DESCRIPTION OF OPERATIONS	X	RHS6476463 08	12/10/2017	12/10/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EX-RODENTION) MED EXP/AR/CRS BODILY PERSONAL & ADVERTISING GENERAL AGGREGATE PRODUCTS-COMMODITY PAGE COVERED SINGLE LIMIT (EX-RODENTION) BODILY INJURY/PERSONAL PROPERTY DAMAGE (EX-RODENTION) EACH OCCURRENCE AGGREGATE PER STATUTE E.L. EACH OCCURRENCE ALL DAMAGE - NO EMPLOYER'S E.L. DEDUCTIBLE - POLICY LIMIT
A	Host Liquor Liability		RHS6476463 08	12/10/2017	12/10/2018	Included 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 For organized dog club activities.

Host Liquor Liability applies.

## CERTIFICATE HOLDER

Proctor Fieldgrounds  
 800 N. Boundary Avenue  
 Duluth, MN 55816

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carrie M. Sinstoff

# BEEF AND BACON BASH

**SATURDAY  
SEPTEMBER 22 3-7PM**

**SOUTH ST. LOUIS  
COUNTY FAIRGROUNDS  
PROCTOR, MN**



# Application for Display of Fireworks / Pyrotechnic Special Effects

67

## NOTE:

1. This application is for an outdoor public fireworks display only and is not valid for an indoor fireworks display.
2. This application must be submitted for approval a minimum of 15 days prior to the date of public display.

Name of Applicant: CURT SERBUS

Name of Public or Private Organization sponsoring event:

Address:

Phone:

Committee for Hoghead Fireworks

200 Pionk Road

Proctor, MN

763-856-2131

Name of Supervising Operator responsible for the display:

Address:

Phone:

Curt Serbus

Certificate No: 0819

11646 272nd Ave NW

Zimmerman, MN 55398

763-227-3941

Signature of Applicant or Authorized Agent:

*Curt J. Serbus*

Date: 26 JULY 2018

NOTE: Operator must be at least 21 years of age and be able to demonstrate knowledge of the MN Statute 624.20 through 624.25, MN Uniform Fire Code Article 78 and the National Fire Protection Association Standard 1123 as they pertain to the proposed display.

Date of display:

Time:

Location of Display:

18 AUG 2018

Rain Date:

19 AUG 2018

10 pm - 10:40pm

200 Pionk Rd. Proctor, MN

Address of Display:

Same as location

Place of storage of fireworks prior to display:

Stored in fireworks magazine and dropped off the day of the display

Type of fireworks to be discharged:

Number (approx.)

Class:

Size:

shells

Class 'B' and 'C'

1.75", 2", 2.5", 3", 4", 5", 6"

In addition, applicant must provide:

- 1) A map or diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of buildings, highways, or public communication lines, the location of nearby trees, telephone lines, and other overhead obstructions and the lines behind which the audience will be restrained.
- 2) Proof of insurance in the amount of at least \$1.5 Million

Name and age of assistants who will be present:  
(Must be 18 years of age)

Loy Switzer - 55

Andy Schmidt - 30

Steve Duthler - 46

John Wanda - 50

Tim Serbus - 43

Dave Thompson - 55

Ken Lierman - 51

Cindy Thompson - 54

In my opinion, the operator is competent, and the display as planned will conform to safety requirements, including the rules and regulations of the State Fire Marshal, as authorized by M.S. Chapter 624.22.

Date:

8-1-16

Signature of Fire Chief

Date:

8-1-18

County Sheriff's Office City Police Chief

Printed Name and Phone

Kerry T. Helquist

Printed Name and Phone

TO WHOM IT MAY CONCERN:

An application has been filed in this office by the above applicant and organization, requesting a permit to have a fireworks display on the above described property on the \_\_\_\_\_ Day of \_\_\_\_\_ Year

This is according to the Minnesota Statutes, Chapter 624.22. The permit is hereby granted.

Date:

Signature of Issuing Authority

Printed Name and Phone









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Allied Specialty Insurance, Inc.</b> 10451 Gulf Blvd Treasure Island, FL 33708-4814	CONTACT NAME <b>Michelle Kugler</b> PHONE (Ext): <b>727-547-3070</b> E-MAIL ADDRESS: <b>mkugler@alliedspecialty.com</b> INSURER'S AFFORDING COVERAGE <b>INSURER A: T.H.E. Insurance Company</b> <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	NAI (Ext. No.) <b>727-557-8885</b> NAI <b>12888</b>
INSURED <b>ALUMINUM KING MFG, LTD DBA: FLASHING THUNDER FIREWORKS SPECTACULAR AND FLASHING THUNDER FIREWORKS, INC. 700 E. VAN BUREN STREET MITCHELL IA 50451</b>		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE	TYPE OF INSURANCE	PRODUCER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PER OCC <input type="checkbox"/> LOC OTHER:		OPP0108095-02	08/27/2017	08/27/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (If a structure) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CPP0108095-02	08/27/2017	08/27/2018	COMBINED SINGLE LIMIT (If applicable) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB RETENTION \$		ELP0012014-02 GL	08/27/2017	08/27/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in MN) If "No" describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCP0008248-008 Coverage is afforded in the State(s) of: IA, IL, MN	12/03/2017	12/03/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess VL		ELP0012018-02	08/27/2017	08/27/2018	Occurrence Limit \$ 4,000,000 Aggregate Limit \$ 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)


Display Date: 08/18/2018

Print Date: 08/18/2018

Location: 200 Plank Rd, Proctor MN

RE: General Liability, the following are named as additional insured in respects to the operation of the negligence of the named insured:

City of Proctor, Proctor Lions Club

CERTIFICATE HOLDER <b>Proctor Lions Club 200 Plank Rd Proctor, MN</b>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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Philip G. Larson  
Mayor

Mark Casey  
Administrator

# City of Proctor

*You Have A Place In Proctor*

65  
COUNCILORS  
Jake P. Benson  
Troy R. DeWall  
Gary Nowak  
James R. Schwarzbauer

100 Plank Drive • Proctor, Minnesota 55810-1700 • (218) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

## CITY OF PROCTOR RESOLUTION NO. 30-18 RESOLUTION ACCEPTING DONATIONS

CITY OF PROCTOR)  
COUNTY OF ST LOUIS)  
STATE OF MINNESOTA)

WHEREAS, The City of Proctor is generally authorized to accept donations or gifts of real and personal property pursuant to Minnesota Statutes Section 10A.071, 211A.01 and 471.895, and is specifically authorized to accept gifts and bequests for services pursuant to Minnesota Statutes Section stated above; and,

WHEREAS, The persons and entities listed in the Attachment have contributed the certified amounts set forth below to the City of Proctor Fire Department in year 2017; and,

Name of Donor  
Gordon Downs Trust

Amount  
Cash Golf Equipment \$60,772.72

WHEREAS, All such donations have been contributed to thank the city in the establishment and operation of public safety and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered on behalf of Proctor Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PROCTOR, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used as recognition for the service of public and programs either alone or in cooperation with others in aiding the community, as allowed by law.
2. The Golf Course is hereby directed to acknowledge the city's receipt of the donation to the donor.

Adopted by the City Council of the City of Proctor on 6<sup>th</sup> day of August, 2018.

Approved:

\_\_\_\_\_  
Mayor

Attested:

\_\_\_\_\_  
City Clerk



www.banknorthshore.com

**DOWNTOWN**  
131 West Superior Street  
Duluth, MN 55802  
218-722-4784

**WOODLAND OFFICE**  
17 Calvary Road  
Duluth, MN 55803  
218-728-4274

**HERMANTOWN OFFICE**  
4810 Miller Trunk Hwy.  
Hermantown, MN 55811  
218-727-8563

**LAKESIDE OFFICE**  
4801 East Superior Street  
Duluth, MN 55804  
218-525-1977

July 19, 2018

Mark Casey  
City Administrator - City of Proctor  
100 Pionk Drive  
Proctor, MN 55810-1700

RE: City of Proctor/Municipal Golf Course

Dear Mr. Casey:

Enclosed with this letter is a check in the amount of \$4,696.39 payable to the City of Proctor to be used to benefit the Proctor Golf Course. This check comes to the city from the Gordon M. Downs Charitable Trust. This gift is restricted and may be used only for the following purpose:

- Additional expense associated with the purchase of a commercial mower for the Proctor golf course in the amount of \$4,696.39

By signing below, please acknowledgement that the funds will be used for the purpose described above.

If you have any questions regarding this matter, please feel free to contact me at 733-5509.

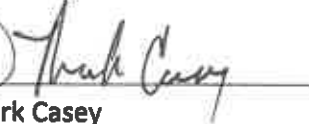
Sincerely,


Lisa L. Mandelin  
Trust Executive

enclosure

cc: Gordon Downs

I acknowledge receipt of a check in the amount of \$4,696.39 from the Gordon M. Downs Charitable Trust to be used for the above described purchase.

X   
Mark Casey

  
Date



4830 Azelia Ave N Ste 100  
 Brooklyn Center MN 55429-3838  
 Phone (763) 592-5600 Fax (763) 592-6600  
 www.mtidistributing.com

# ACKNOWLEDGEMENT

CUST.#: 7003967

UPC VENDOR	ACK DATE	ORDER NO.
000000	05/24/18	1167094-00
P.O. NO.		PAGE #
Chris Klatte		1

BILL TO: Proctor Golf Course  
 Proctor, City of  
 100 Pionk Dr  
 Proctor, MN 55810-1705

SHIP TO: Proctor Golf Course  
 Proctor, City of  
 25 Al Shoberg Dr  
 Proctor, MN 55810-1731

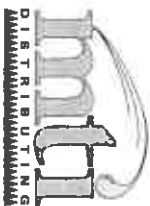
INSTRUCTIONS	TERMS	
	Net 30 Days	
SHIP POINT	SHIP VIA	SHIPPED
MTI Brooklyn Center	MTI Delivery	

LN NO	PRODUCT NO	DESCRIPTION	QUANTITY ORDERED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	03606	REELMASTER 5410-D	1	E	55868.44	55868.44
2	03621	22" 5 INCH 8-BLADE (RR) DPA CU (5010-H)	5	E	0.00	0.00
3	03406	RRB ONLY KIT 5" CU	1	E	0.00	0.00
5	30093	800 HOUR MVP KIT-RM5410D /5510D/GM4300D	1	EACH	207.89	207.89
4	Lines Total		8	Total		56076.33
	Qty Shipped Total			Taxes		4696.39
				Invoice Total		60772.72
				Balance Due		60772.72

Contact: Chris Klatte 218-624-3641  
 Please install all accessories. Deliver MVP kit loose.

Serial # 03606-403167172

COPY



MTI Distributing, Inc.  
4830 Azelia Ave N Ste 100  
Brooklyn Center MN 55429-3836  
Phone: (763) 592-5800 Fax: (763) 592-6600  
www.mtisdistributing.com

07/31/18  
7003967  
Proctor Golf Course

CUSTOMER NO. 7003967

Page 1 of 1  
07/31/18

Due Date	Invoice Date	Invoice Number	Original Amount	Future	Due	Open Amount
07/12/18	06/12/18	IN 1167094-00	60772.72		4696.39	4696.39
GO PAPERLESS: E-mail finance@mtisdistributing.com						

Invoice Number	✓
1167094-00	

REMIT TO:

MTI DISTRIBUTING, INC.  
SDS 12-1900  
PO BOX 86  
MINNEAPOLIS, MN 55486-1900

Future Due 0.00  
Current 0.00  
1-30 Days Past Due 4696.39  
31-60 Days Past Due 0.00  
61-90 Days Past Due 0.00  
91+ Days Past Due 0.00

\$4696.39

\$4696.39

\$4696.39 DUE

Enclosed

Check Number



Count on It.



Proctor Golf Course  
Proctor, City of  
100 Pionk Dr  
Proctor, MN 55810-1705

6X

## Mark Casey

---

**From:** Mark Baron <MBaron@compudyne.com>  
**Sent:** Tuesday, July 24, 2018 10:14 AM  
**To:** Mark Casey  
**Subject:** BACKUP  
**Attachments:** Backup Pro - On Premise.pdf

**Importance:** High

Mark,

In this day and age every business needs to follow some basic, yet critical computer procedures/policies. Think of it as a layered approach for security and disaster recovery. Below is a list of what we consider to be basic for every business:

- Managed Offsite backup that allows at minimum the ability to go back 90 days.
- Managed Antispam
- Managed Antivirus
- Managed Firewall
- Managed Web Security – protects users and reduces the risk of ransomware

The city currently has Antispam & Antivirus in place which is good. We need to get a backup plan in place ASAP! The firewall and web security will be next but from a critical standpoint the backup has to get in place. Looking back at Scott's recommendations he pointed this out also. Below is proposal to get the backup going.

<https://www.quotevallet.com:443/concierge.aspx?DocumentId=29172b79-9e5d-4ac1-b088-9dcbc2bd2480&TenantId=c32b0e8-e074-4b3e-b770-12faa5d51c1>

Mark Baron | Founder

Compudyne | 306 W Michigan Street – Suite 200 | Duluth, MN 55802  
mbaron@compudyne.com | Direct: 218.740.2526 | compudyne.com  
Duluth | Hibbing | Saint Paul | Marquette | Houghton | Anchorage

**compudyne**



Quote: COMQ28107

**Prepared For:**

City of Proctor  
Mark Casey  
Phone:  
100 Plank Drive  
Proctor, MN 55810  
mcasey@proctormn.gov

**Prepared By:**

Mark Baron  
Phone: 218-729-0920 x226  
Fax:  
306 West Michigan Street  
Suite 200  
Duluth, MN 55802  
Email: mbaron@compudyne.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

**Line Item Detail**

QTY	Description	Lic. Exp Date	Unit Price	Ext Price
<b>36 MONTH TERM</b>				
<b>CLOUD SERVICES</b>				
3	BACKUP PRO - PROTECTED SERVER LICENSE		\$20.00	\$60.00
400	BACKUP PRO (ON-PREMISES)		\$0.70	\$280.00
1	CLOUD SERVICES PROVISIONING		\$550.00	\$550.00
			<b>SubTotal:</b>	<b>\$550.00</b>
			<b>Shipping:</b>	<b>\$0.00</b>
			<b>Sales Tax:</b>	<b>\$0.00</b>
			<b>Plus \$340.00 Monthly</b>	

**Ready to Accept?**

[Click here for documentation that defines the services for this quote](#)

**Order Confirmation**

The terms of this order are described in the PDF file attachment. We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

**Terms and Conditions of Sale:**

- Pricing is valid for 10 days from the creation date of this proposal.
- Standard terms are Net 10 from approval.
- Restocking Fees: Unless the product is defective or the return is a direct result of a Compudyne error, Compudyne may charge a restocking fee of up to 30% of the purchase price paid, plus any applicable sales tax.
- Non-standard, special hardware/software purchases are non-returnable.
- For orders above \$5000, a 50% deposit is required.
- Shipping is not included on Quotes/Orders and will be calculated at Invoicing.
- Taxes are estimated on Quotes/Orders and will be calculated at Invoicing.



## Backup Pro (On-Premises)

*Compudyne Hosted/Cloud Services*

Compudyne's Backup Pro (On-Premises) solution is a custom automated backup and recovery plan scaled to your organization – whether your data lives in a virtual, physical, or cloud environment. Backup Pro cuts recovery time from days to minutes using continual data and application backups. With Backup Pro (On-Premises), you have the ability to restore a single file, data object or a complete machine, with backup images at Compudyne's primary and secondary data centers.

Data is extremely important to the day-to-day operations of your business. Everyone needs backups – any business and all workstations, laptops, and even home computers. If you have critical information stored, you can't afford to be without backups on your devices.

### Local Backup Solution

Backup Pro ensures business continuity by providing you with a local backup service on an appliance at your site. We'll store an image of those backups to a shared target core, or virtual server, at Compudyne's hardened data centers.

### Cloud Archive

Archive your static data to Compudyne's data centers, and expand your recovery options by directly mounting archives for simple bare metal and file-level restore.

### Universal, Live Recovery

Restore at any level – from a single file, message, or data object to a complete physical or virtual machine, even to dissimilar hardware. Operations can be restored almost instantly, with a recovery time objective (RTO) of minutes.

### Changed-Block Tracking

To ensure optimal performance, track changes at the block level, backing up only the data that has changed.

### Rapid Snap for Virtual Environment & Applications

Achieve easy, scalable protection for your growing virtual environment without disrupting applications and users. With our Backup Pro (On-Premises) solution, we provide permanent, incremental snapshots to capture an entire application and its relevant state, up to every 15 minutes, for complete application and system recovery with aggressive recovery point objectives.

### Virtual Standby

Continually send updates to a virtual machine that can be activated in the event there's an issue with the primary machine.

### Exceptional Service

With Backup Pro (On-Premises), our Hosted/Cloud Services team monitors proactive alerts at multiple levels of the snapshot process, to ensure your data protection plan is operating as expected.

877.630.6640 • [support@compudyne.com](mailto:support@compudyne.com) • [compudyne.com](http://compudyne.com)



## **Mark Casey**

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**Subject:**

**FW: Information**

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**From:** Scott Stillman [mailto:scott@stillmanforensics.com]  
**Sent:** Thursday, June 28, 2018 2:43 PM  
**To:** Mark Casey  
**Subject:** RE: Information

Hello Mark,

Here are some suggestions you may want to consider:

- 1) Consider a confidentiality agreement stipulating what can be discussed or taken from your offices and systems, including data. Add a clause that the IT tech and his/her associates will be subject to monthly or random audits. (You may not look, but they need to know or at least think someone will be watching what doors they open in your castle)
- 2) Considering your agency's size, it may be worth changing your in-house email system to Microsoft's Cloud-based Office 365 email system. I think it would be cheaper and definitely easier to operate. (Microsoft handles all the maintenance issues). All you need to do is have them incorporate secure emailing (encryption) for sensitive emails. Most importantly, make sure the email system logs are on and meet your needs (They show you who is logging in, when, and from where). Test the logs or have the new IT tech show you how to access the logs.
- 3) The firewall (Pfsense) needs to be assessed and possibly upgraded or replaced ASAP.
- 4) The server is almost full and has no viable backup. Creating reliable file backups and removing old and unneeded file access is a start. The IT company may ask for the ability to remotely access and maintain your server. That is common, but you should have a contract and confidentiality agreement in place detailing what they can access, change, do, or copy. This should include logging so you can see what they are doing. (You may not really look at the logs, but they don't need to know that).
- 5) Anyone who has been recently terminated or deceased should be removed or suspended from your system. I asked TC to inventory your system's Active Directory system. (Active Directory is the heart of your computer network. It is a database of all the users listing what they can and cannot do, access, or see on the network.) Your current Active Directory includes old employees or accounts that really need to be closed. This is a huge security issue. It's like have a bank vault with too many doors and windows. Removing all unnecessary accounts would be wise.
- 6) It may be wise to switch over the open source programs (firewall Pfsense- BSD backup server, anti-virus system) to something mainstream. This will help you manage the systems with better known systems that won't require a tech who has been specially trained to maintain obscure systems)
- 7) You may want to approach the local tech or vocational college to see if they have students who want to be interns on the video system. Many schools have grants that fund those spots. You may find they are eager to come in and clean up the video systems for you at no cost. (Have them create a user manual for staff turnover/replacements as well) The schools may offer to help with the computer system in a similar manner.

- 8) At the same time, you may want to have an intern create an asset inventory of all your computers and systems, including who it was assigned to, whether it is encrypted, and when it was placed into service.
- 9) Consider using Microsoft's built-in encryption to encrypt your computers. It already there, and won't cost anything. This should be a standard for laptops and the police computers. (Your laptop may cost \$700, but your data is priceless).
- 10) Consider setting up computer policies. This could be simple and a work in progress, but could include turning off computers at night, encrypting protected data or emails, responsibilities on how laptops can be used, how soon they should be returned when an employee investigation issue comes up, can it be used for personal use, what databases or systems can be accessed, how managers authorize access, prohibitions on deleting or destroying or removing data when notified of an investigation, the prohibition against installing unapproved programs, USB use, etc.
- 11) I would consider removing Dropbox and other cloud-based storage services like Google Docs. These are typically not encrypted, and not centrally managed (the Mayor, you, or the managers have little or no control over what is leaving the office) if you decide to incorporate one, make sure it is encrypted, centrally managed and monitored with logging, and has adequate user policies. The IT Tech can easily set up a safe system that your agency controls and monitors.
- 12) The use of TeamViewer to provide remote login service is probably not in your best interests. Its base operates overseas and isn't properly logged. Microsoft has a built-in system or the new tech may recommend something more secure that can be logged and managed so you know who is accessing your system. (If you have someone logging in at 3 AM every day from Hong Kong to access your server, you may want to know about that. Alternatively, if you have an employee working from home who rarely logs in, you may want to know that).
- 13) Have the IT tech force a password reset for all users. Passwords should be changed regularly, but with some of the recent events, you may want to change everyone's access so passwords are not shared knowingly or unknowingly.
- 14) Your city uses wireless for connected business like the liquor store, it may be wise to have their systems separated from your systems.
- 15) The police computers were not included in my assessment. They should all be assessed, modernized, properly protected with a secure firewall, logged, encrypted, inventoried, and equipped with a state of the art business level anti-virus system.
- 16) Update the password system. Having passwords in an accessible binder is probably not the best option. Consider using an encrypted password vault centrally stored on the server and each desktop. That way you can control the passwords and access a system if someone leaves or is injured. Who has access to the password vault needs to be controlled though.
- 17) Finally, review file access permissions. Review who can see or access restricted folders such as the closed session meetings folder. (Your IT staff will always have access to these restricted folders. Training, signed agreements, and logging will help here. (Those folders can also be set up with "File and Folder Auditing". These are special logs showing who accessed the folders and when. It helps keep IT staff out of things they shouldn't be in like the finance folders)

These are the first things that come to mind. If there is something I did not address, please let me know.

Some years ago, I worked with this small company. They specialized on these types of issues for small businesses and agencies, and they are based in Central Minnesota

<http://www.gorillacompcomputersupport.com/>

I do not have any connection to them or remember who the owner was, but he seemed knowledgeable and experienced.

Scott

✓



6M

July 19, 2018

Agenda Item

To: City Council

From Councilor Jake Benson

Re: Initiate communication with Minnesota Department of Revenue

Attachments

None

#### Recommendation

Initiate communication with Minnesota Department of Revenue Commissioner Cynthia Bauerly to consider the City of Proctor for a branch to collect sales tax from out of state internet retailers.

#### Summery

Commissioner Cynthia Bauerly is the Departments top administrator. A recent Supreme Court ruling allows the state to collect sales tax from companies that do not have a physical presence in Minnesota.

The state will need to hire individuals to research the internet and identify those retailers that we now lose sales revenue from.

A recent revenue collection officer posting for a position offered a salary range between \$18.66 and \$26.99 per hour plus state benefits.

This may be an opportunity to bring state jobs to Proctor and fill one of the many empty buildings in the city.

Phillp G. Larson  
Mayor

Mark Casey  
Administrator

# City of Proctor

*You Have A Place In Proctor*

COUNCILORS  
Jake P. Benson  
Troy R. DeWall  
Gary Nowak  
James R. Schwarzbauer

100 Plonk Drive • Proctor, Minnesota 55810-1700 • (218) 624-3641 • Fax (218) 624-9459 • email: cityhall@proctormn.gov

## **RESOLUTION 31-18**

### **CONCURRENCE TO ALLOW THE USE OF ALL-TERRAIN VEHICLES ON COUNTY ROADS WITH THE CITY OF PROCTOR**

**STATE OF MINNESOTA)  
COUNTY OF ST. LOUIS)  
CITY OF PROCTOR)**

**WHEREAS**, The local ATV Club has made a request to the City of PROCTOR to allow all-terrain vehicles to operate on county roads within the city limits; and

**WHEREAS**, In accordance with Saint Louis County Ordinance No. 64, Subdivision 4B, an all-terrain vehicle club, recognized by the State of Minnesota, or city must submit an application, which includes a certified resolution of concurrence from the city, to St. Louis County to allow the use of all-terrain vehicles on the right-hand shoulder or the extreme right-hand side of county roads within a city; and

**WHEREAS**, The City of PROCTOR will submit the permit application to St. Louis County to allow use of all-terrain vehicles on all county roads within the city limits of PROCTOR.

**THEREFORE, BE IT RESOLVED**, the City of PROCTOR, a duly organized city within the State of Minnesota, hereby approves and supports the St. Louis County ATV permit application to allow the use of all-terrain vehicles on the right-hand shoulder or the extreme right-hand side of the county roads identified in the attached map.

Moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that the foregoing resolution be adopted.

Voting Aye:

Voting No:

Resolution declared adopted this 6<sup>th</sup> day of August, 2018.

\_\_\_\_\_  
Mayor,

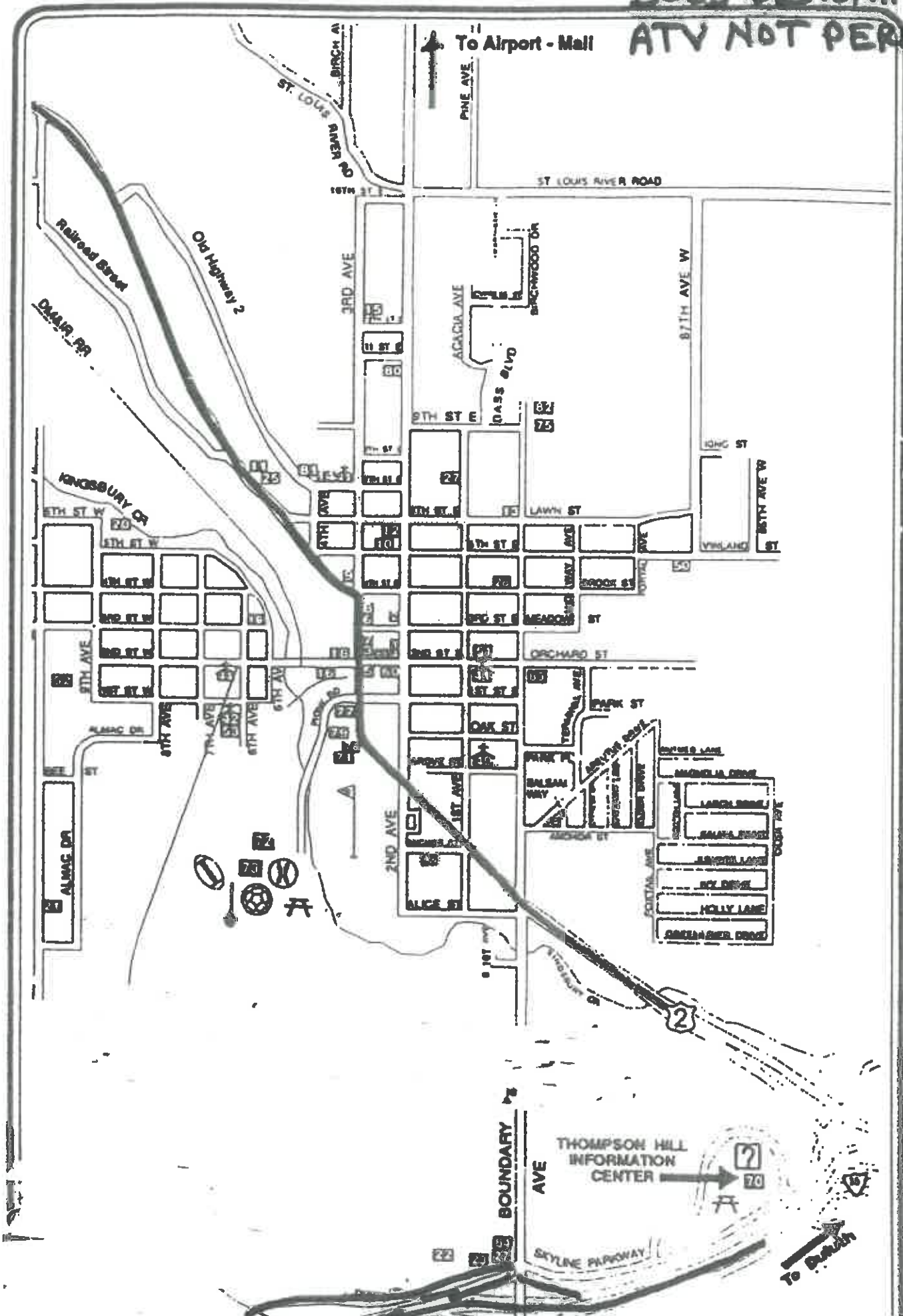
Attest:

\_\_\_\_\_  
Administrator/City Clerk



**BOLD DESIGNATES  
ATV NOT PERMITTED**

To Airport - Mall



60

**July 11, 2018**

**To: The Proctor City Council**

**From: The Proctor Police Civil Service Commission**

**At the Police Civil Service Commission meeting on July 5, 2018, a motion was made, seconded and unanimously approved to recommend moving forward in the hiring process of Matt Riebel, lateral position, for Police Officer, and Stacy Libby as Police Records Technician, and to strongly request the City negotiation team to make adjustments and bring wages competitive and in line with surrounding communities.**

***Respectfully,***

**Diane Giuliani**

**Steve Elder**

**Lori Anderson**

**Proctor Police Civil Service Commission**



## Proctor Public Schools

Independent School District No. 704  
131 Ninth Avenue  
Proctor, Minnesota 55810

Phone (218) 628-4934  
Fax (218) 628-4937  
[www.proctor.k12.mn.us](http://www.proctor.k12.mn.us)

---

July 30, 2018

Mark Casey and Proctor City Council,

On behalf of our District, I want to thank you for the support you've given our school through our Arena and Event Center construction project. Through our partnership we have accomplished building an arena that our City and our District can be proud of for many years to come. The theme throughout this project has been one of equity for our students and our community. I'm certain that we have achieved that.

In addition, our District is interested in the future use of the old Proctor arena. Through visioning, we would propose the District continue to use the old arena for a sports and education venue. We have done a structural engineering review of the building. Our vision is to install indoor artificial turf in the arena area and utilize the upper level for a practice facility for our wrestling team.

In order to accomplish this financially, the District would need to own the building. We are proposing the District purchase the old arena for a nominal fee of \$1. The District will renovate the facility as a recreational venue and incur all operational costs. The District is willing to offer to sell the facility back to the City for that same \$1 amount sometime in the future if we discontinue use of the building.

I'm requesting that the Council approve the sale of the old Proctor arena to Independent School District No. 704 for \$1 in accordance with the stipulations and reasons listed above.

Sincerely,

John Engelking  
Superintendent of Schools  
Proctor Public Schools  
218-628-4934 ext. 1017



**\*Check Summary Register©**

May 2018 to August 2018

Name	Check Date	Check Amt	
<b>10100 First National Gen</b>			
Paid Chk# 037332 EQUI-VEST	7/24/2018	\$369.40	EQUITABLE - DEWALL
Paid Chk# 037333 UNITED WAY OF GREATER DUL	7/24/2018	\$175.00	UNITED WAY
Paid Chk# 037334 EMC NATIONAL LIFE COMPANY	7/31/2018	\$80.80	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 037335 LAW ENFORCEMENT LABOR SE	7/31/2018	\$245.00	LELS UNION DUES
Paid Chk# 037336 PROCTOR POLICE DEPT UNION	7/31/2018	\$50.00	POLICE DUES
Paid Chk# 037337 TEAMSTERS LOCAL UNION #346	7/31/2018	\$471.00	Teamsters union dues
Paid Chk# 037338 AIRFIBER	8/6/2018	\$121.35	5 IP ADDRESSES 8/1-9/1/18
Paid Chk# 037339 AMERIPRIDE SERVICES	8/6/2018	\$252.26	TOWELS, MATS & RAGS - CITY HAL
Paid Chk# 037340 BOYSEN, JAY	8/6/2018	\$40.00	CELLPHONE REIMBURSEMENT - JULY
Paid Chk# 037341 CARLSON CONCRETE PRODUC	8/6/2018	\$549.60	TWO 24' CULVERTS, 12" DIAMETER
Paid Chk# 037342 CONSOLIDATED COMMUNICATI	8/6/2018	\$380.14	TELEPHONE - JUNE CHARGES
Paid Chk# 037343 C W TECHNOLOGY GROUP	8/6/2018	\$1,045.00	AGREEMENT SHORETEL IP CARE - A
Paid Chk# 037344 EARL F ANDERSEN, INC	8/6/2018	\$140.70	"THIS SIDE OF STREET" SIGNS TO
Paid Chk# 037345 FIREMAN'S RELIEF ASSOCIATIO	8/6/2018	\$1,000.00	SUPL PMT REIMBURSEMENT MICHELL
Paid Chk# 037346 DAVID FORNERIS	8/6/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037347 GREAT AMERICA FINANCIAL SV	8/6/2018	\$199.12	COPIER AGREEMENT - JULY 2018
Paid Chk# 037348 GREAT LAKES OFFICE Solutio	8/6/2018	\$397.02	DEC 2017-MAR 2018 PPD BIZHUB C
Paid Chk# 037349 GUARDIAN PEST SOLUTIONS, I	8/6/2018	\$88.87	PEST CONTROL
Paid Chk# 037350 HARTEL'S/DBJ DISPOSAL COMP	8/6/2018	\$610.78	REFUSE DISPOSAL - FIRE HALL RE
Paid Chk# 037351 HOLIDAY STATIONSTORES LLC	8/6/2018	\$1,046.84	UNLEADED - FIRE DEPT
Paid Chk# 037352 CHARLIENE JONES	8/6/2018	\$88.81	REIMBURSEMENT FOR COFFEE & PLA
Paid Chk# 037353 LALONDE, RICK	8/6/2018	\$50.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037354 LCS COACHES, INC.	8/6/2018	\$350.00	GRANDMA'S SHUTTLE
Paid Chk# 037355 L.M.C.I.T P&C	8/6/2018	\$51.00	ENDORSEMENT PR 07/12/2018
Paid Chk# 037356 MAKI & OVEROM, LTD	8/6/2018	\$10,367.36	CITY OF PROCTOR GENERAL
Paid Chk# 037357 MINNEAPOLIS OXYGEN COMPA	8/6/2018	\$132.61	MEDICAL OXYGEN
Paid Chk# 037358 MINNESOTA ENERGY RESOURC	8/6/2018	\$148.19	GAS UTILITIES - STREET DEPT
Paid Chk# 037359 MN FIRE SERVICE CERT BOARD	8/6/2018	\$125.00	RECERTIFICATION NFPA 472 - JAM
Paid Chk# 037360 MTI DISTRIBUTING	8/6/2018	\$4,696.39	SALES TAX ON MOWER
Paid Chk# 037361 NAPA AUTO PARTS OF W. DULU	8/6/2018	\$70.19	FRONT EMERGENCY STROBE LIGHT B
Paid Chk# 037362 NORTHLAND CONSTRUCTORS	8/6/2018	\$62.01	HOT MIX ASPHALT FOR PATCHING
Paid Chk# 037363 NORTHLAND FIRE & SAFETY IN	8/6/2018	\$623.03	ANNUAL SERVICE MAINTENANCE FIR
Paid Chk# 037364 OREILLY AUTOMOTIVE INC	8/6/2018	\$9.95	OIL FILTER FOR 1 TON
Paid Chk# 037365 PETERSON, LOREN W	8/6/2018	\$1,608.32	ACCOUNTING SERVICES
Paid Chk# 037366 PROCTOR BUILDERS	8/6/2018	\$451.87	AIRCONDITIONER - FIRE DEPT
Paid Chk# 037367 PROCTOR JOURNAL	8/6/2018	\$1,166.67	FILING DATES CITY ELECTION & F
Paid Chk# 037368 PROCTOR MILK HOUSE	8/6/2018	\$40.00	FUEL FOR SIGN TRUCK
Paid Chk# 037369 RANGE PAPER	8/6/2018	\$102.03	TRASH CAN LINER
Paid Chk# 037370 ROBERT RENAUD	8/6/2018	\$240.90	PLUMBING INSPECTOR FEES
Paid Chk# 037371 RUHNKE, JOSHUA	8/6/2018	\$40.00	CELLPHONE REIMBURSEMENT
Paid Chk# 037372 SEH	8/6/2018	\$37,082.12	PROCT 6TH ST/ALMAC RESONCTRICT
Paid Chk# 037373 ST. LOUIS COUNTY AUDITOR	8/6/2018	\$2,024.16	CP 0000-275366 MAINTENANCE STR
Paid Chk# 037374 US BANK VOYAGER FLEET SYS	8/6/2018	\$1,112.68	FUELS - POLICE DEPT
Paid Chk# 037375 VERIZON WIRELESS	8/6/2018	\$811.20	TELEPHONE - POLICE DEPT
Paid Chk# 037376 VIKING INDUSTRIAL CENTER	8/6/2018	\$87.17	PAINT FOR SEWER LOCATES
Paid Chk# 037377 W.L.S.S.D.	8/6/2018	\$28,914.00	WASTEWATER CHARGES
<b>Total Checks</b>		<b>\$97,738.54</b>	
Paid Chk# 5285507 CITY OF PROCTOR	7/5/2018	\$22,949.94	PR18-13 wh
Paid Chk# 5450950 CITY OF PROCTOR	7/18/2018	\$22,952.13	PR18-14 wh
<b>TOTAL:</b>		<b>\$143,550.61</b>	

## CITY OF PROCTOR

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## \*Check Summary Register©

July 2018

Name	Check Date	Check Amt	
<b>10110 First National Liq</b>			
Paid Chk# 028344 CITY OF PROCTOR	7/24/2018	\$1,609.82	PR18-13L wh PERA
Paid Chk# 028345 CITY OF PROCTOR	7/31/2018	\$1,775.45	PR18-14L wh PERA
Paid Chk# 028346 EMC NATIONAL LIFE COMPANY	7/31/2018	\$14.40	EMPLOYEE SUPPLEMENTAL LIFE
Paid Chk# 028347 AMERICAN BOTTLING COMPAN	8/6/2018	\$156.32	2117
Paid Chk# 028348 ARTISAN BEER COMPANY	8/6/2018	\$162.90	2114
Paid Chk# 028349 BELLBOY CORPORATION	8/6/2018	\$254.93	2153
Paid Chk# 028350 BERNICK'S PEPSI	8/6/2018	\$14,377.95	2111
Paid Chk# 028351 BOURGET IMPORTS, LLC	8/6/2018	\$526.50	2151
Paid Chk# 028352 BREAKTHRU BEVERAGE	8/6/2018	\$3,635.04	2112
Paid Chk# 028353 COCA COLA BEVERAGES OF DU	8/6/2018	\$143.15	2139
Paid Chk# 028354 THE AMERICAN BOTTLING COM	8/6/2018	\$237.30	
Paid Chk# 028355 JOHNSON BROTHERS INC	8/6/2018	\$5,397.54	2110
Paid Chk# 028356 LAKESHORE ICE	8/6/2018	\$283.91	2130
Paid Chk# 028357 MEDIACOM	8/6/2018	\$116.48	Phone/Internet Service
Paid Chk# 028358 MICHAUD DISTRIBUTING COMP	8/6/2018	\$2,511.40	2119
Paid Chk# 028359 MN MUNICIPAL BEVERAGE ASS	8/6/2018	\$800.00	MN Municipal Beverage Ass. Ann
Paid Chk# 028360 PHILLIPS WINE & SPIRITS CO	8/6/2018	\$4,566.85	2107
Paid Chk# 028361 RANGE PAPER	8/6/2018	\$162.08	Grocery Bags/Cups
Paid Chk# 028362 SOUTHERN GLAZER'S OF MN	8/6/2018	\$3,602.02	2115
Paid Chk# 028363 SUPERIOR BEVERAGE	8/6/2018	\$5,778.15	2113
<b>Total Checks</b>		<b>\$46,112.19</b>	

-237.30

45,874.89

Void - Previously Paid